Administrator’s Guide

V5.0

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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About this document

This document describes the system configurable features of the Scannx Book ScanCenter. Please confirm that you have the most recent version of this Administrator's Guide for your environment before proceeding to ensure you have the latest best practices information and feature descriptions.

This document describes v5.0 of the Book ScanCenter software.

Audience

This document is intended for the administrator or operator who is involved in acquiring, configuring, managing, or operating the Scannx Book ScanCenter system.

Related documents

Documentation for the Scannx Book ScanCenter products is available from Scannx Sales or Support or from your local reseller.

Where to Get Help

You can obtain technical support for your Scannx Book ScanCenter products by calling your local reseller or contacting Scannx support at support@scannx.com.

Scannx Book ScanCenter Overview

The Scannx Book ScanCenter is an intuitive, self-service book scanning kiosk.

The touchscreen interface of the Scannx Book ScanCenter guides you seamlessly through the book scanning process: selecting preferred file formats/file names, choosing document capture options like scan quality and color depth, and sending scanned files to a wide variety of destinations.

The Scannx Book ScanCenter is integrated with the ABBYY FineReader Engine for unmatched optical character recognition accuracy. The FineReader technology takes the scanned images of books or documents and makes them machine-readable in several common formats, including PDF, searchable PDF, Word and MP3.

ABBYY's multilingual document recognition engine automatically detects English, French, Italian, German, and Spanish languages.

Standard Hardware Components

The Book ScanCenter consists of two standard hardware components: a touchscreen computer and a scanner. Depending on the model of your Book ScanCenter, the scanner model(s) and capabilities of your system will vary.

The Book ScanCenter supports the scanners listed below:

- Scannx book-edge scanner models BS3140 and BS7145
- Zeutschel OS15000, Zeta, OS16000, and Chrome Comfort series
- Xerox® DocuMate® color duplex sheetfed scanner models DM3125 and DM5445
- Fujitsu ScanSnap SV600 overhead scanner with optional support stand
- Fujitsu fi-7160 color duplex sheetfed scanner*
- Kodak Picture Saver photo scanning models PS50 and PS80*

Your Book ScanCenter system may be configured with up to three of these scanners.

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* Fujitsu fi-7160 and Kodak PS50/PS80 scanners require a Scannx software connector license. Notify the Scannx representative, when purchasing the Book ScanCenter, so that the system arrives with support for these scanners enabled.

Add-on Hardware

Your Book ScanCenter may optionally include the following hardware:

- A Scannx A3 and A4 automatic document feeder (ADF) for the book-edge scanners
- A metal base stand for the overhead scanner
- A three-track magnetic card reader to identify and authenticate authorized users
- ITC and Jamex coin and debit card systems, as well as major credit cards
- MP200 payment device for credit/debit cards, as well as Apple Pay, Android Pay, Google Wallet and Samsung Pay payment apps
- Thermal printer for receipt printing and QR Code take-away
- USB/audio adapter

The Book ScanCenter also works with several of the leading print management systems such as Pharos, PaperCut, and Pcounter.

Standard software features

The Scannx Book ScanCenter software is available in three different versions as follows:

Limited Edition (LE)

- Destinations: Email, USB, print, Google Drive, Network
- File formats: PDF, JPEG, TIFF, PNG, encrypted PDF
- User interface languages supported: English, French, German, Italian, Spanish, Russian

Standard Edition (SE) – LE features plus

- Destinations: Smartphone/tablet, restricted email, FamilySearch, wēpa Print Station, Pharos print/release with EMOS payment system
    - Trial: Fax (5-page limit)
- File formats: searchable PDF, Word, MP3
- Accessibility features: High-contrast mode, text magnifier, Windows narrator (Win10)

Professional Edition (PE) – SE features plus

- Destinations: Box, Dropbox, OneDrive, Office 365, Article Exchange, ILLiad, Odyssey, OCLC Tipasa, OCLC WorldShare ILL

Additional Software Options

The Book ScanCenter can also be extended through the following software enhancements:

- Advanced Authentication – Provides access control to features and scan-to destinations by requiring user authentication prior to use. Supports PIN code, LDAP, CAS, and SMTP authentication.
- OAuth2 Destination Pack – Employs federated authentication when using Box, Dropbox, Office 365, or OneDrive as a scan-to destination. Requires the user to explicitly log in to their account through the Book ScanCenter prior to first use.
- wēpa Print Station – Connects the wēpa Print Solution service to the Book ScanCenter allowing it to operate as a scan-to destination with user account authentication. Upon successful scan job transfer, the user can choose final delivery to a wēpa Print Station from a map showing available nearby print stations.
- OCLC Article Exchange – Enables library staff to send large scanned files directly to Article Exchange for delivery to subscribing libraries.
- ILLiad – Simplifies the interlibrary loan fulfillment process that delivers all scanned pages requested.
- OCLC Tipasa – The world's first cloud-based interlibrary loan management system, allows you to manage a high volume of interlibrary loan requests, automate routine borrowing and lending functions, and provide an enhanced patron experience.
- OCLC WorldShare ILL - Integrated discovery and delivery of electronic, digital and print materials within a single interface.
- SV600 License – Connects the Fujitsu ScanSnap SV600 scanner to the Book ScanCenter allowing it to operate as an integral part of the system.
- Kodak PS50 / PS80 License – Connects the Kodak PS50 or PS80 scanner, respectively, to the Book ScanCenter allowing it to operate as an integral part of the system.
- Blackboard or CBORD Connector – Provides annual license to transaction processing capabilities for student/faculty ID cards.
- Additional OCR languages – Upgrades the ABBYY FineReader engine to recognize an additional 202 languages.

To learn more about the Book ScanCenter options and add-ons, contact your Scannx representative or local reseller.

Before You Begin

When operating your Book ScanCenter, consider the practices discussed in this section.

Environment Checklist

- Keep the Book ScanCenter out of direct sunlight. Direct exposure to the sun or excessive heat may cause damage to the unit.
- Do not install the Book ScanCenter in a humid or dusty place.
- Be sure to use the proper AC power source supplied with each component.
- Locate the Book ScanCenter components securely on a flat, even surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.

Emergency Power Off

If any of the following conditions occur, turn off the machine immediately, disconnect the power, and contact Scannx support:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the machine is damaged.

Maintenance Information

When servicing your Book ScanCenter equipment, observe the following precautions to ensure your safety and prevent damage to the product:

- Do not perform maintenance on this product in any way that is not described in this guide.
- Do not use aerosol cleaners. The use of aerosol cleaners on touch screen may cause poor performance of the equipment.
- Use supplies and cleaning materials only as directed in this guide.

- Do not remove any covers or guards that are fastened with screws. There are no parts to maintain or service behind these covers.
- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in this guide.

Initial Startup

This section takes you through powering up the system and performing your first scan.

1. Power up the system, beginning with the touchscreen computer followed by the scanner. The Home screen (Figure 1) displays:

Figure 1 Home screen

2. Press the Touch here to begin button.
3. The Select A Destination screen (Figure 2) opens and displays the destination options for the Book ScanCenter system.

NOTE: Scan destinations that are unavailable due to configuration or network status will be grayed out and not selectable.

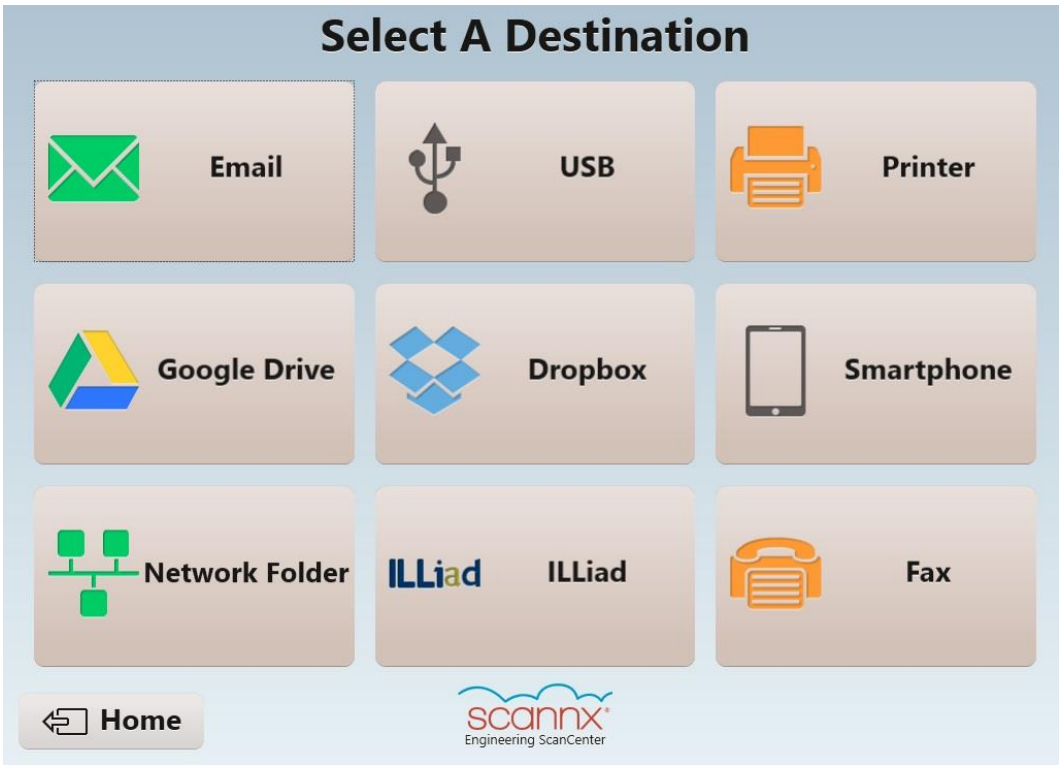


Figure 2 Select destination

4. To scan to one of the available destinations (Email, USB, Printer, etc.), press the desired button.
5. Select the desired scan settings from the scan selection screen (Figure 3) and press Next.
6. Place your document in the scanner.
7. Perform any actions as prompted. Some scan destinations require additional actions prior to scanning.

NOTE: Depending on your scan destination and system configuration, the scan setting selections will vary from Figure 3.

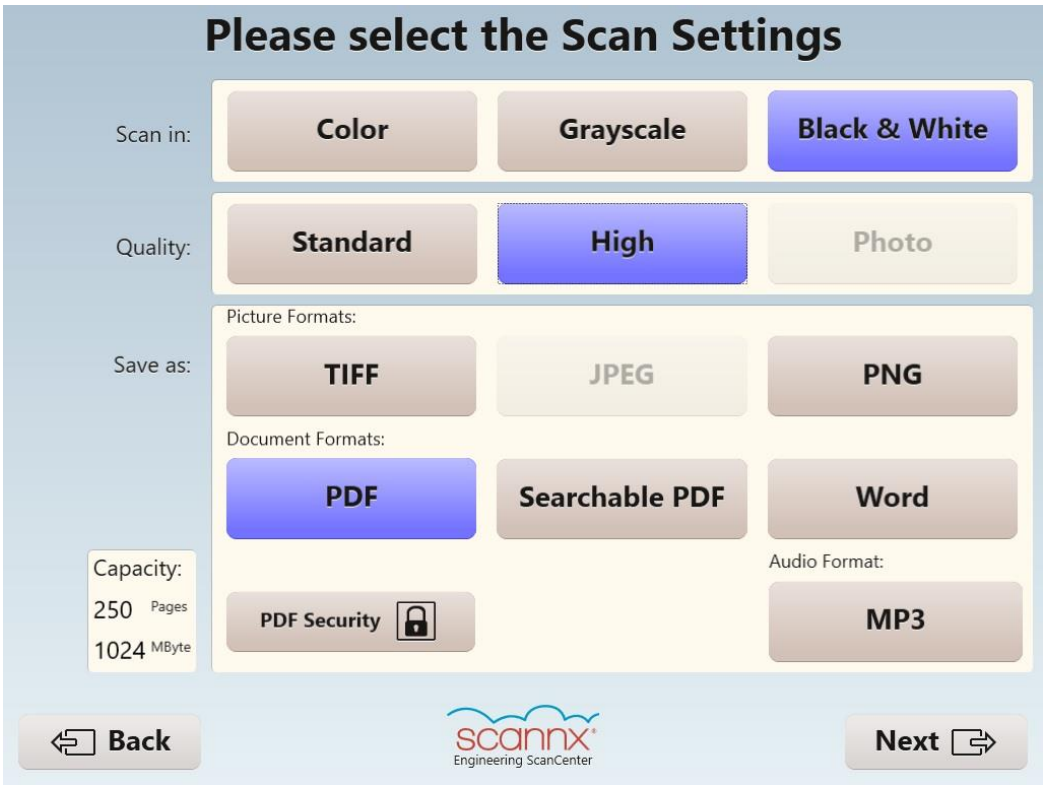
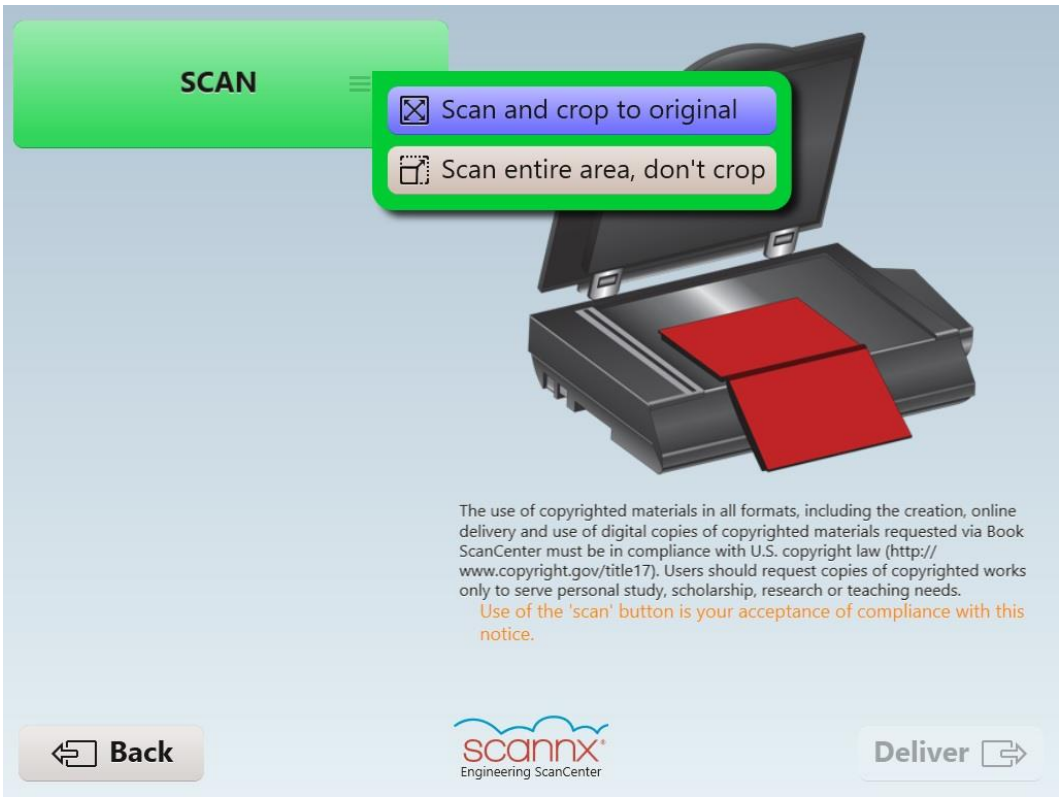


Figure 3 Scan setting selections (defaults selected)

8. Scan your document(s) by pressing the green SCAN button (Figure 4). If scan option enabled on SCAN button (overhead and flatbed scanners only), then select to either “Scan and crop to original” or “Scan entire area, don’t crop”.



9. Once the original scan has been done, you will be taken to the Scan Edit screen to preview the images (Figure 5 below).

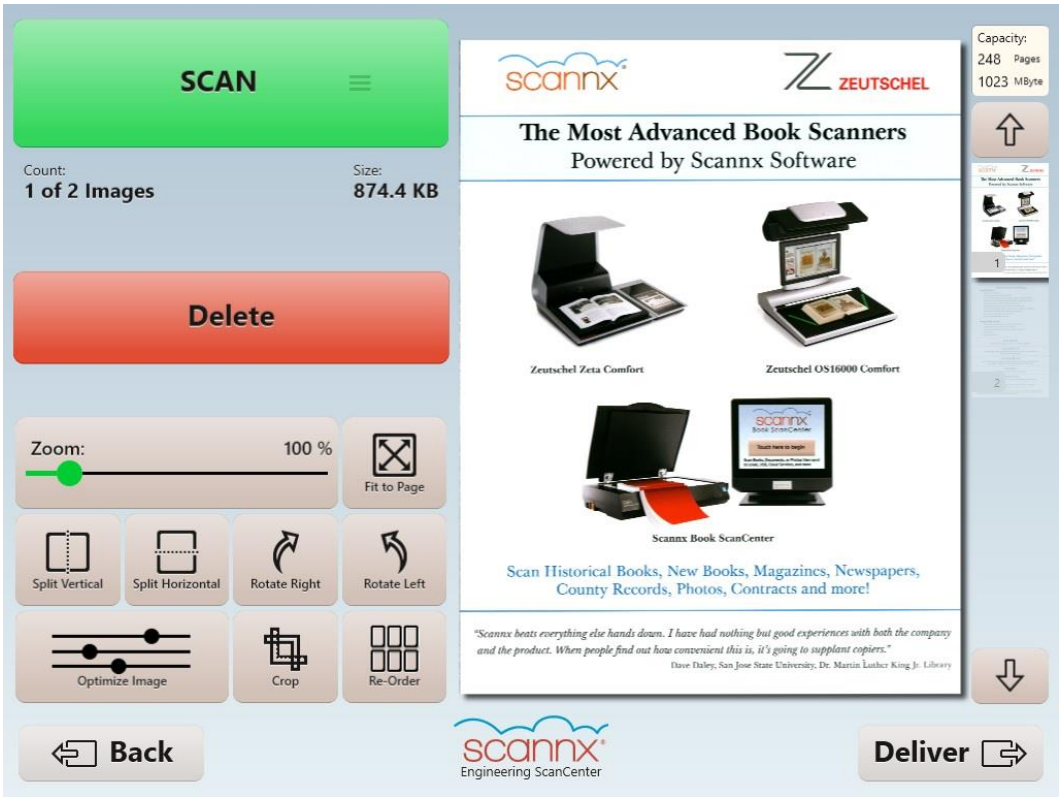


Figure 5 Scan edit screen

10. Use the adjustment buttons on the lower-left to make changes to your scans – delete images that scanned poorly and rescan, crop to only keep areas of interest, etc. (Details on image adjustments are found below in the Adjusting Scanned Images section on page 11).
11. When you are ready to save or deliver your image(s), press **Deliver**.
12. Depending on your scan destination, you may be prompted for a filename or to perform other actions. Otherwise you are returned to the Home screen.

Adjusting Scanned Images

Pressing the **Crop** button adds a crop-box to the screen where the user can select part of the scanned image to store as a new image. To change the size of the crop box, place your finger on one of the squares and drag the edge to a different position. To move the entire box, place your finger on the edge of the box (not on a square) and drag the entire box to a new position.

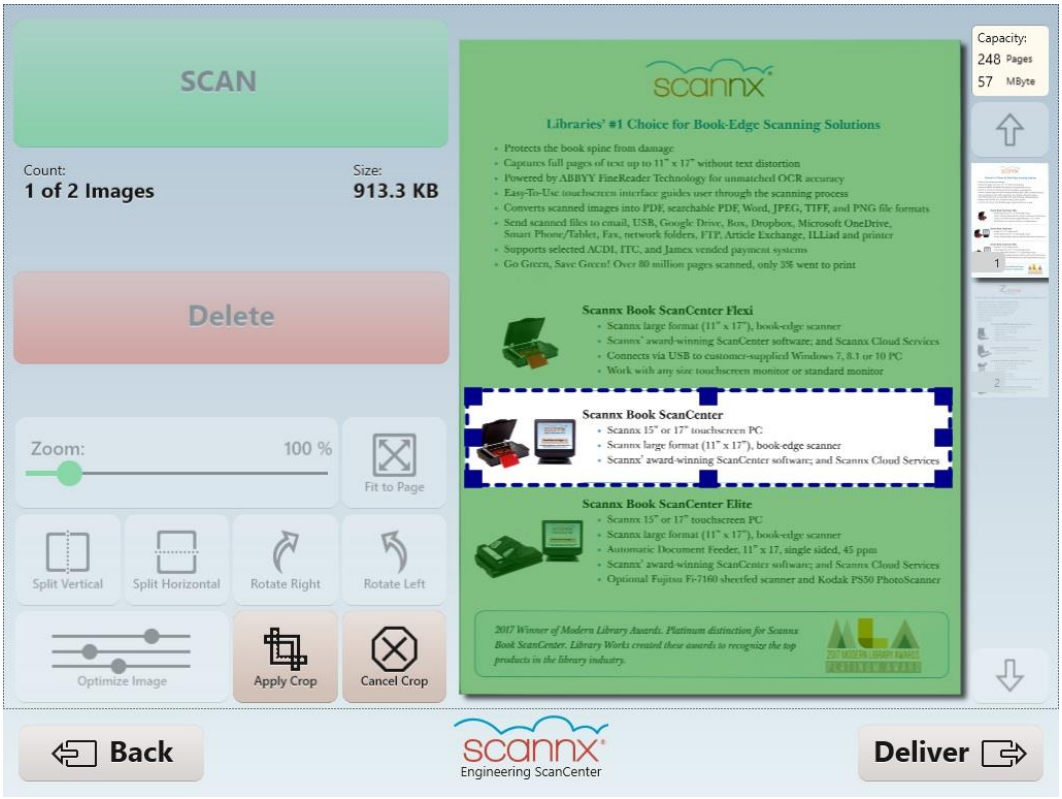


Figure 6 Applying crop

To save the cropped part of the image as a new image, press the **Apply Crop** button. When saving, the user will be asked to select "Crop" (just save the cropped image) or "Crop and Retain" (save both the new cropped image and the original un-cropped image).

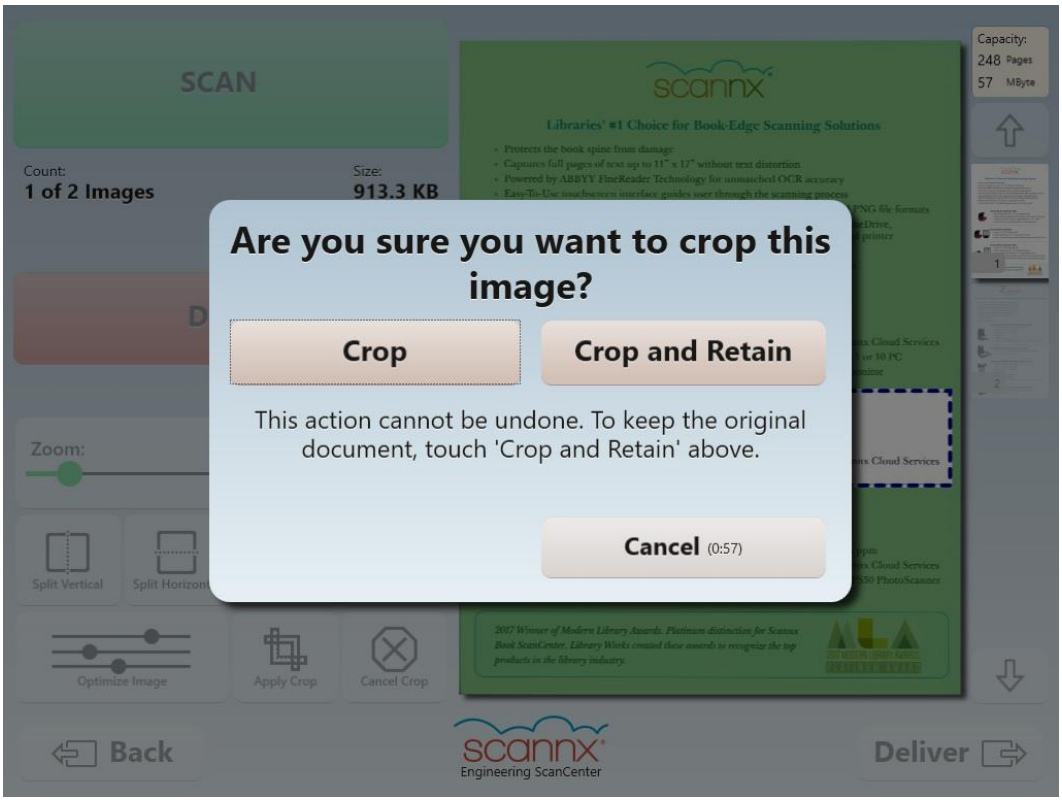


Figure 7 Crop and retain prompt

The **Zoom** slider allows the user to magnify the scanned image to look at the details.

When the slider is at 100%, the image is shown as it was scanned. The zoom can be adjusted down to 50% and up to 500%. The **Fit to Page** button returns the image to its original (100%) size on the screen.

Figure 8 Scan Edit zoom slider

Pressing the **Optimize Image** button brings up three slide adjustments on the screen (brightness, contrast, and color saturation). Each slide adjustment moves independently and the image on the screen will change accordingly. Once the user is happy with adjusted image, click the **Apply** button to store the changes and return to the Scan Edit screen. Pressing the **Cancel** button will remove all changes and return the user to the Scan Edit screen.

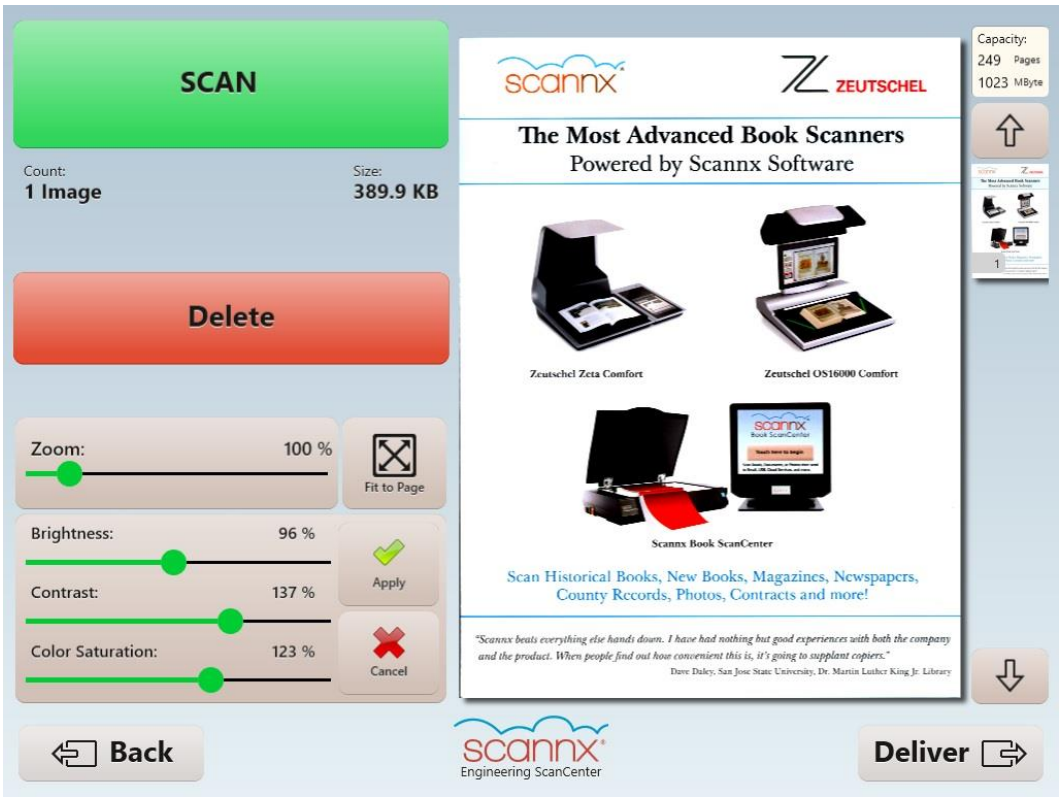


Figure 9 Image adjustment sliders

If the user needs to change the order of the scanned images, the **Re-Order** button brings up a screen where the user can "drag & drop" the images into a new sequential order. Once the images are in the correct order, pressing the **Apply** button saves the changes and returns the user to the edit screen.

Figure 10 Reorder images

Insert/delete scanned images – From the reorder screen, the SCAN and DELETE buttons are available so the user can add or remove images from the sequence. The next scanned image is placed within the sequence of images wherever the "Next Scan" tile is positioned (Figure 11). By moving (drag & drop) the green "Next Scan" tile appropriately within the sequence of pages, the next scanned image can be placed anywhere.

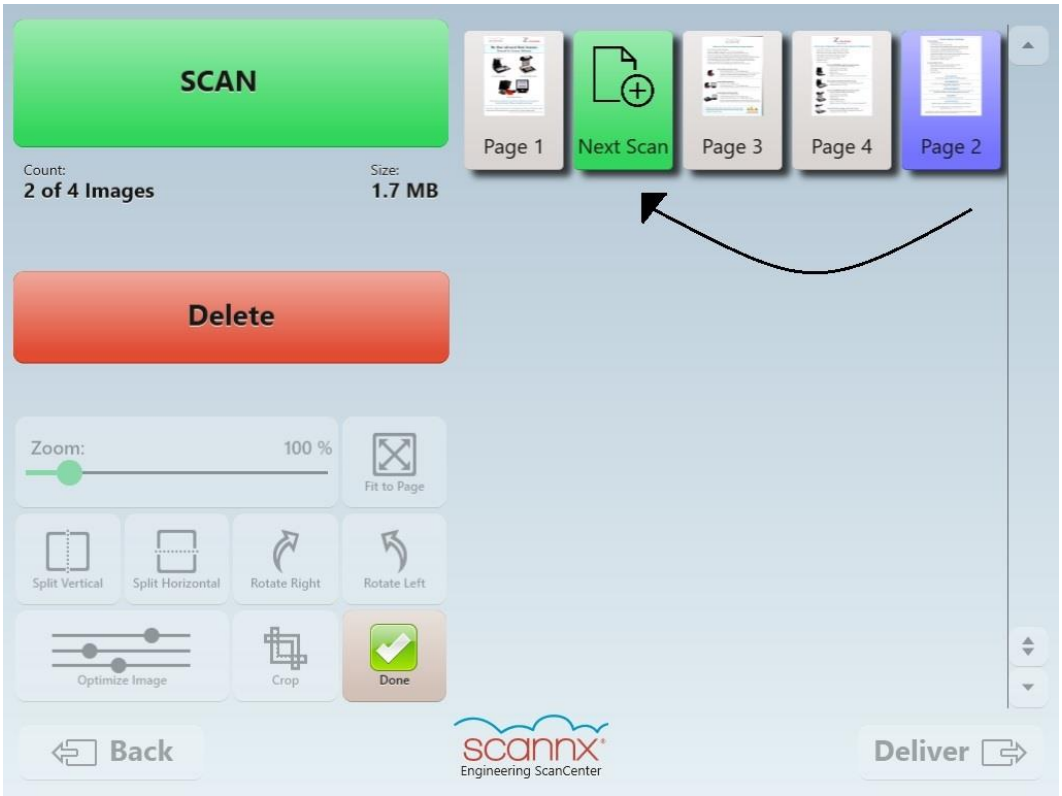
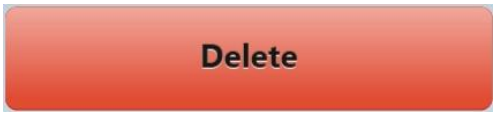


Figure 11 Adding a newly scanned page with a sequence of pages

If a single scanned image contains two images (two pages of a book side-by-side, for example) the single image can be made into two using the **Split Vertical** button to split the image in half down the middle. When the button is pressed, the image is automatically split into two images.

If a single scanned image contains two images (a wall calendar, for example) the single image can be made into two using the **Split Horizontal** button to split the image in half across the middle of the image. When the button is pressed, the image is automatically split into two images.

Rotating an image left/right – If a scanned image is not oriented correctly, the user may use the **Rotate Left** or **Rotate Right** buttons to rotate the image 90° in either direction until it is correctly oriented on the screen.



To delete the scanned image that is shown prominently on the screen, simply press the large red **DELETE** button.

Example – Scan to email

This example takes you through scanning a document and sending it via email.

1. At the Home screen, press **Touch here to begin**.
2. The Scan Setting Selections screen displays (see Figure 3). By default, the **Black & White**, **High Quality**, and **PDF** options are selected for USB scans.
3. If desired, choose alternate scan settings. Press **Next**.
4. Place your document on the scanner and press **Scan**.
5. Repeat for additional documents, if desired.
6. When you are ready to deliver your scanned document(s), press **Deliver**. You will be prompted to enter an email address (Figure 12).

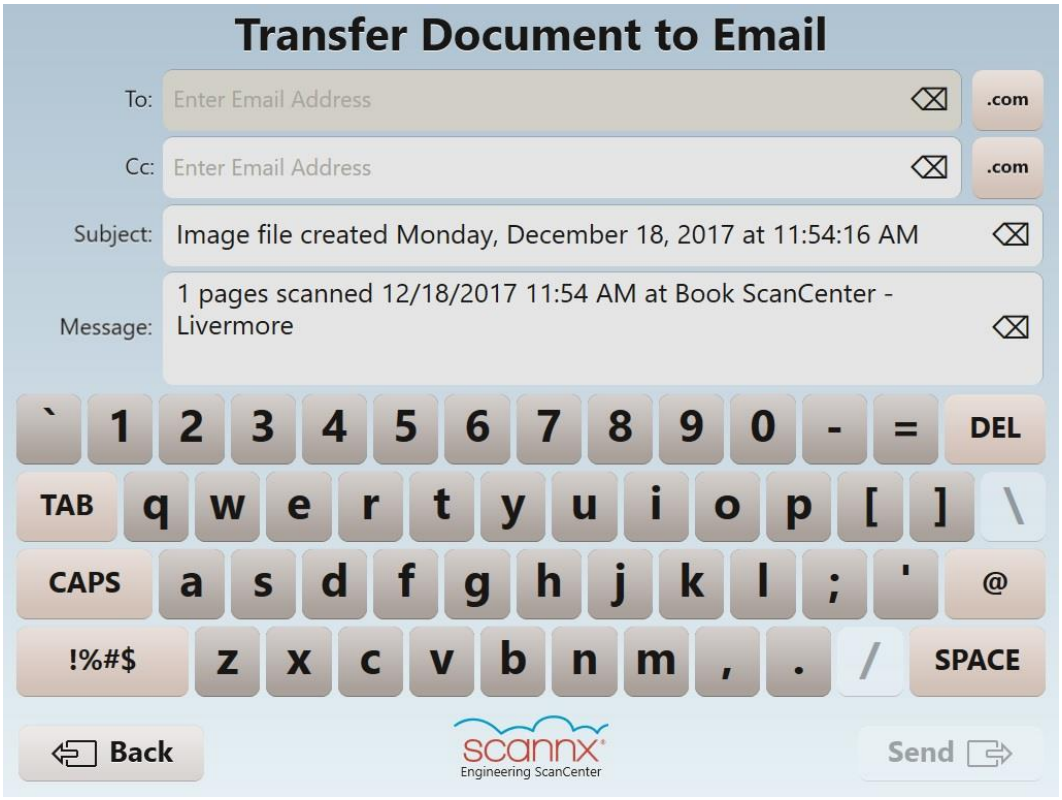


Figure 12 Send image file via email

7. After entering a valid email address, subject line, and message press **Send** and the document(s) will be sent.
8. You then be prompted to **Exit** or **Scan More...**.

Example – Scan to USB drive

This example takes you through scanning a document to a USB drive.

1. At the Home screen, press **Touch here to begin**.
2. Press the **USB** destination button from the Select A Destination screen. You will be prompted to insert your USB drive into the slot on the USB dock (Figure 13).

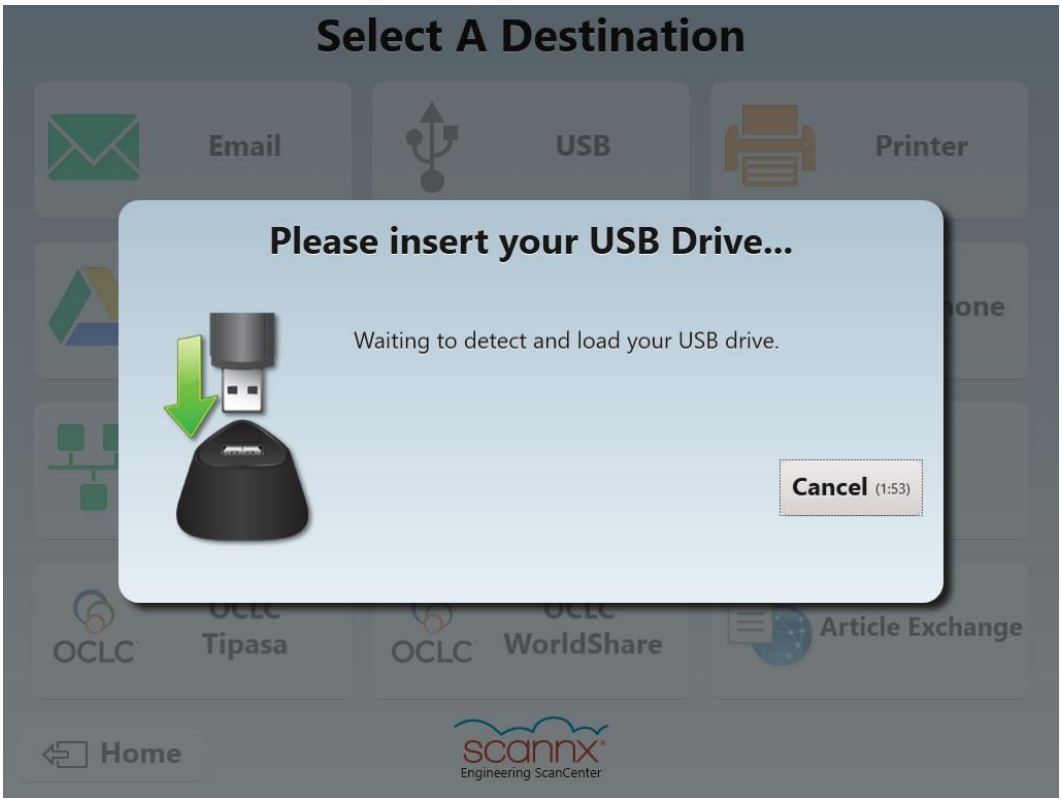


Figure 13 Insert USB Drive Prompt

3. Once your USB drive is detected, the Scan Setting Selections screen displays (see Figure 3). By default, the **Black & White**, **High Quality**, and **PDF** options are selected for USB scans.
4. If desired, choose alternate scan settings. Press **Next**.
5. Place your document on the scanner and press **Scan**.
6. Repeat for additional documents, if desired.
7. When you are ready to deliver your scanned document(s), press **Deliver**. You will be prompted to select a location on your USB drive and enter a filename (Figure 14).

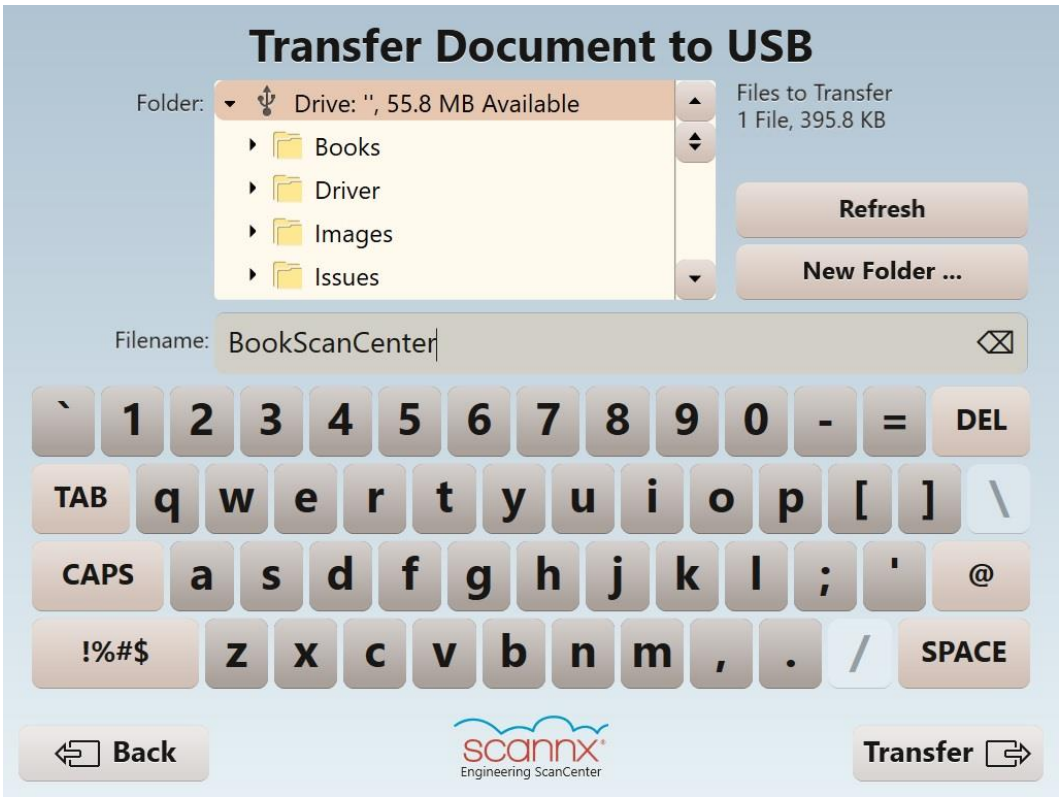


Figure 14 Save scan file to USB

8. After selecting the file location and entering a filename, press **Transfer**. The document(s) are saved to your USB drive as a single file under the name you provided.
9. Remove your USB drive when prompted “Please Remove Your USB Drive”,or scan another job.

Example – Scan to Printer

This example takes you through scanning a document to a printer. You will not be able to print from your Book ScanCenter until you configure a printer. Please see Setup – Printer Destination on page 72 for details on printer setup.

1. At the Home screen, press **Touch here to begin**.
2. Press the **Printer** destination button.

   You will be prompted to select the print settings. (Figure 15).

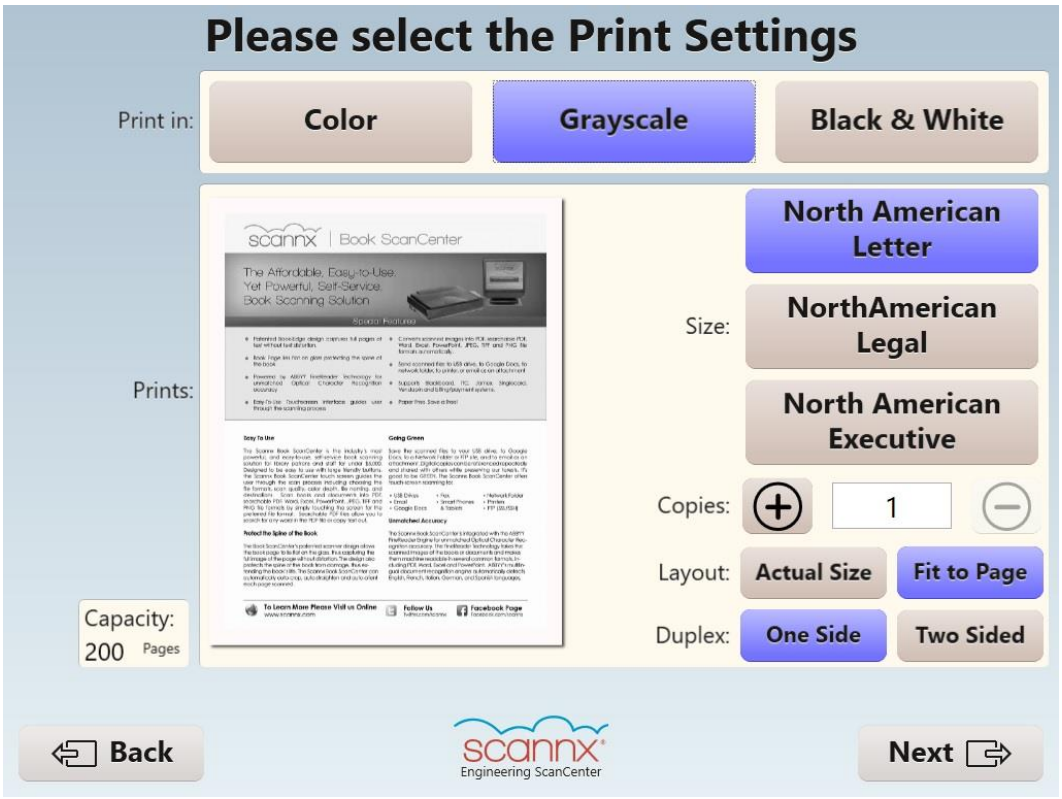


Figure 15 Print Settings

3. Press the **Next** button.
4. Place a document on the scanner and then press **Scan**.
5. Repeat for additional documents.
6. When you are finished scanning and adjusting images, press **Deliver**.
7. You will see a print preview screen to see how the scanned document will appear on the printed page (Figure 16).

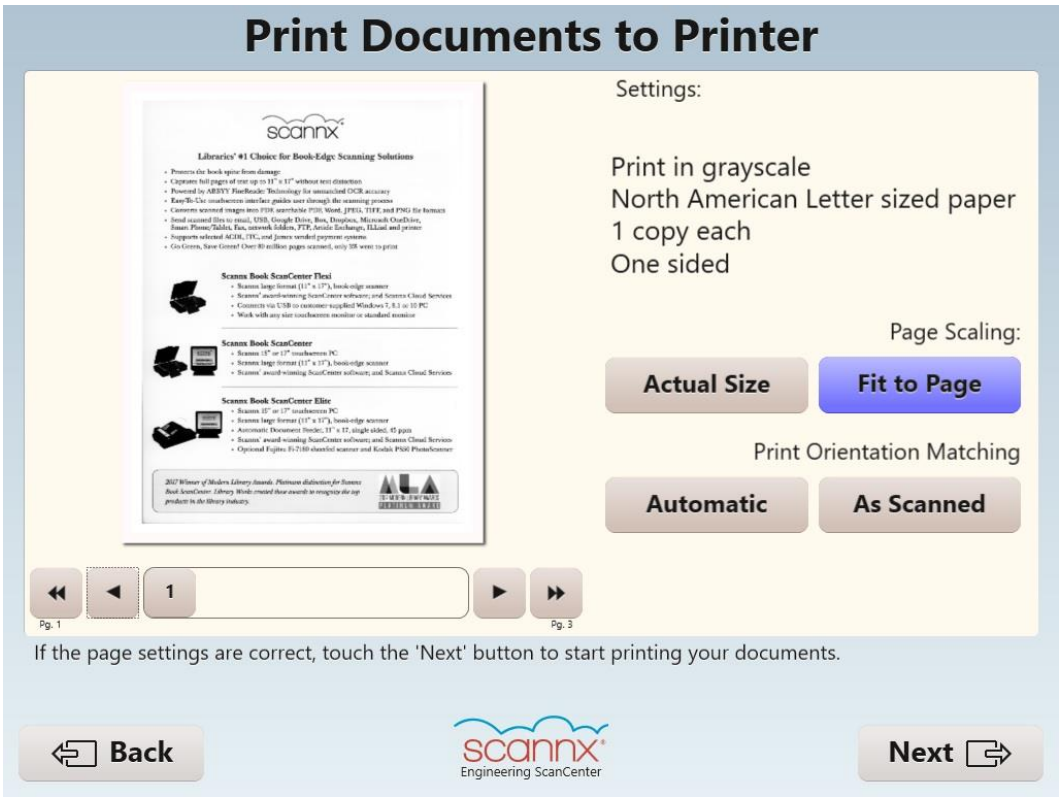


Figure 16 Print preview

8. Select the options you want for printing. Press **Next** to send the documents to the printer.

   Page Scaling – **Actual Size** will print a copy the size of the original, even if the paper in the printer is smaller than the scanned image, and the image will be cut off. **Fit to Page** will shrink oversized images to fit on the size of the paper in the printer.

   Print Orientation Matching – **Automatic** will rotate the scanned page to match the paper layout of the printer. **As Scanned** will send the file to the printer as-is without any image rotation.

   Page slider – If more than one page is scanned for printing, the user can preview all pages by using the buttons below the image preview to scroll through each scanned image.

   Optional: If you do not like the way the preview of the document looks, press **Back**. Select the page you do not like and press **Delete**. Place the document or book back on the scanner and press the **Scan** button.

Example – Scan to Cloud Destinations

NOTE: The Scannx OAuth2 Pack is a software upgrade that allows the system to access the following cloud-based destinations: Box, Dropbox, Google Drive, Office 365, and OneDrive.

This example takes you through scanning a document to your Box account. Scanning to the other cloud-based storage accounts behave similarly.

1. At the Home screen, press Touch here to begin.
2. Press the destination button for Google Drive. You will be prompted to log into your Google account (Figure 17).

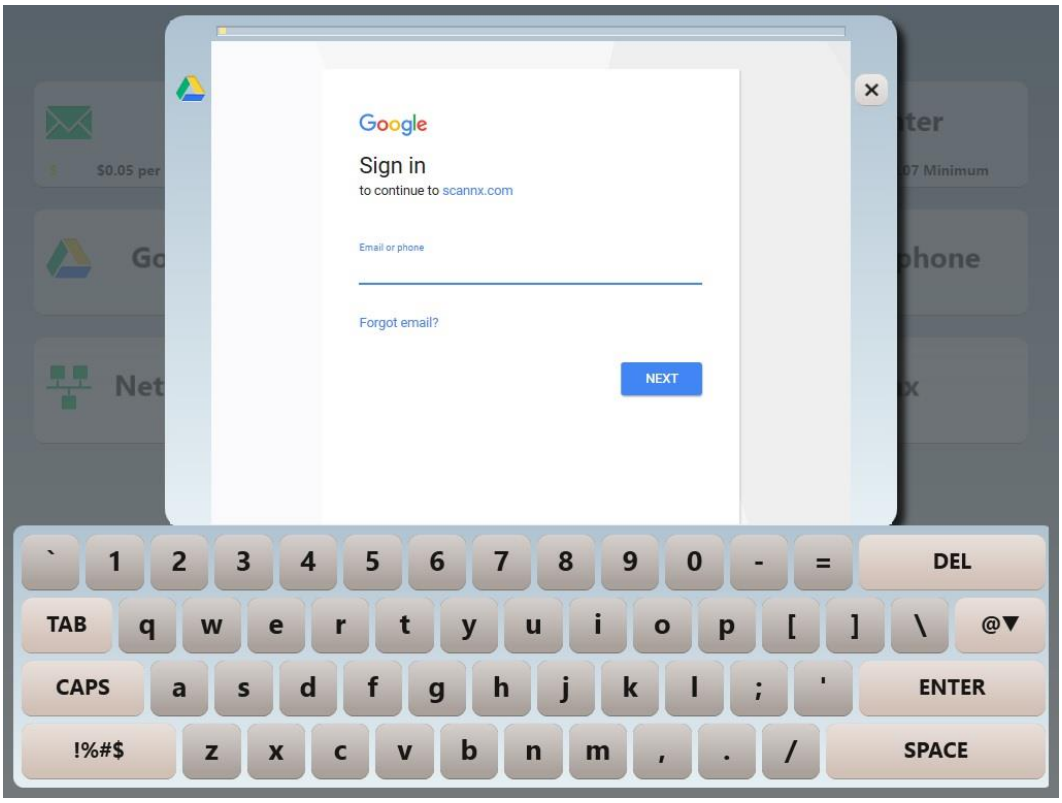


Figure 17 Google account login

3. Enter your Google username, click Next. Enter your password, click Next. You should now be logged in.

   Note: The first time a user logs in to their Google account through the Book ScanCenter, the user will need to "allow" Scannx to access to their account. Press the Allow button (Figure 18) to give the Book ScanCenter access to your account.

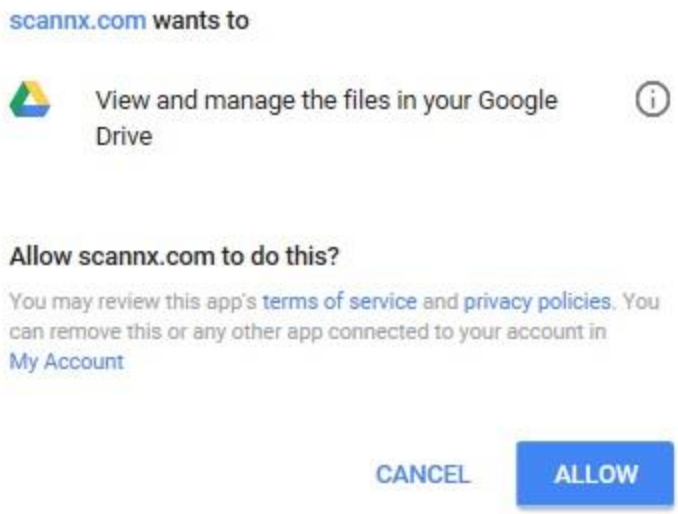


Figure 18 Grant access to Google account

4. A welcome screen showing your space quota briefly displays.
5. The Scan Setting Selections screen displays (see Figure 3). By default, the **Black & White**, **High Quality**, and **PDF** options are selected.
6. If desired, choose alternate scan settings. Press **Next**.
7. Place your document on the scanner and press **Scan**.
8. Repeat for additional documents.
9. When you are ready to deliver your scanned document(s) to your Google account, press **Deliver**. You will be prompted to select a location and enter a filename.

Note: If you have configured the scan destination to only scan to the Scannx Book ScanCenter Secure Folder, you will only be prompted to enter a filename.

10. Choose the file location and enter a filename. Press **Transfer**. The document(s) are saved to your Google account as a single file under the filename you provided in the location you specified.

    Note: If scanning to the Scannx Book ScanCenter Secure folder, the user will simply be prompted to enter a filename and press **OK**.

Example – Scan to Smartphone (or Tablet)

This example takes you through scanning a document to a smartphone/tablet.

1. At the Home screen, press **Touch here to begin**.
2. Press the **Smartphone and Tablet** destination button. You will be informed that you need a QR Reader application installed on your phone to use this destination type

(Figure 19). This message can be changed or removed in the Destination configuration (see page 85).

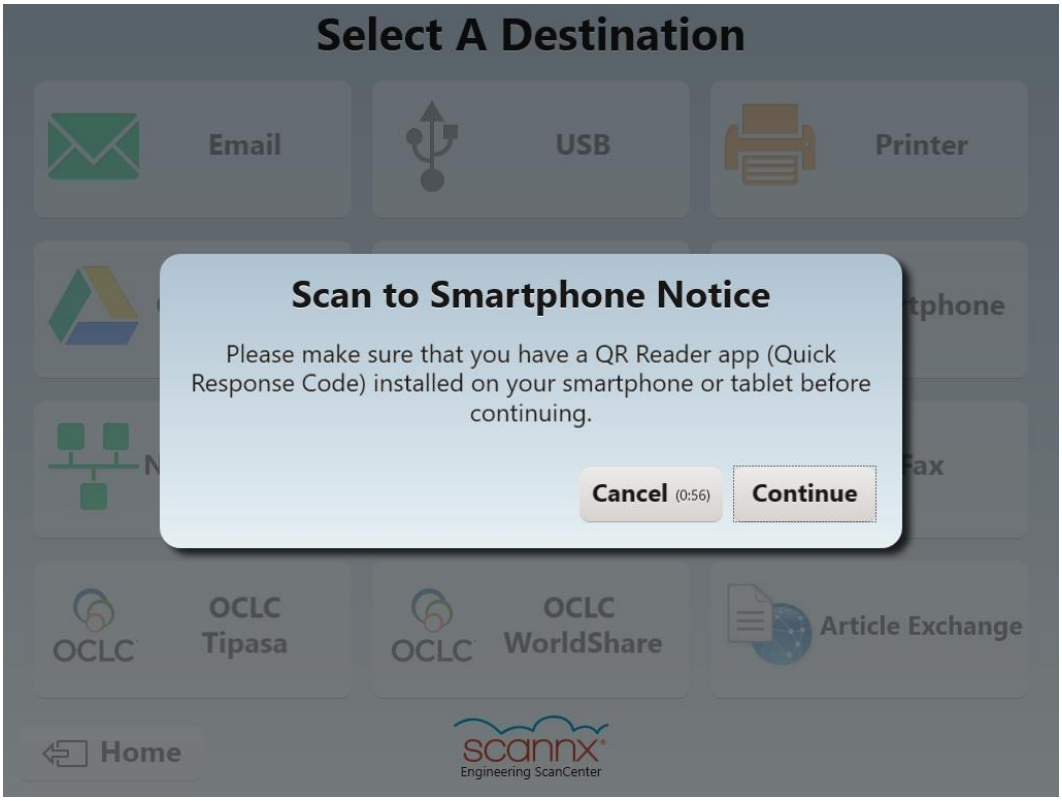


Figure 19 Scan to smartphone application notice

3. Press **Continue** if you have a QR Reader app. Otherwise, press **Cancel,** install a QR Reader app on your device, and return to Step 1.
4. The Scan Setting Selections displays (see Figure 3). By default, the **Black & White**, **High Quality**, and **PDF** options are selected.
5. If desired, choose alternate scan settings. Press **Next**.
6. Place your document on the scanner and press **Scan**.
7. Repeat for additional documents if desired.
8. When you are ready to deliver your scanned document(s), launch the QR Reader app on your smartphone or tablet.
9. Press **Deliver**. A QR code representing your scanned documents is generated and presented on the screen (Figure 20).

Figure 20 QR Code for smartphone or tablet

10. Scan the QR code on the screen using your smartphone/tablet to transfer your scanned documents to your mobile device.

    Alternately, an option can be enabled to send a link to the scanned images via text message, which eliminates the need for a QR Code Reader app. Please contact your reseller or Scannx Sales for more information.

    Also, if you have a thermal printer attached to the ScanCenter, the user can print the QR code to scan later.

    Note: The scanned image(s) remain accessible via the QR Code or the SMS link for 24 hours from the time of the scan. If you try to retrieve the images after 24 hours, you see a message like this:

    We're sorry, for security reasons your document was removed.

    Note: Content is automatically removed after 1 Day.

Configure/enable other scan destinations

The Destination screen can be configured with up to 15 scan destinations in a 5-row by 3-column grid.

To configure other scan destinations, you may need to specify the options for that destination. Scan destinations that are unavailable due to configuration or network status are grayed out until they are available to be used.

The section entitled The Destination Tab , beginning on page 60, covers the various destination scan options in detail, including how to add destination buttons, as well as any specific setup information required.

Instructions are available for the following destinations:

- Email and Restricted Email options – go to page 65
- Printer options – go to page 69
- USB options – go to page 71
- OAuth2 Destination Pack (Box, Dropbox, Office 365, and OneDrive) options – go to page 76
- Dropbox options – go to page 84
- Device (Smartphone/Tablet) options – go to page 85
- Network options – go to page 86
- ILLiad and Odyssey options – go to page 90
- OCLC (Article Exchange, Tipasa, WorldShare ILL) options – go to page 95
- FTP options – go to page 100
- Fax options – go to page 101
- FamilySearch options – go to page 105
- wēpa Print Station options – go to page 106
- Pharos print/release options with EMOS payment system – go to page 112

For information on how to access the configuration mode, see Access Configuration Mode on page 33.

Alternate viewing options

The Book ScanCenter allows users to change their view of the application. It offers several language selections as well as a high contrast mode for the visually impaired. These features can also be turned off in the Configuration mode.

Language selection

NOTE: The language selection button is only visible, and the configuration features available, through the Multi-language license upgrade.

The Book ScanCenter, with the Multi-language license enabled, offers several languages for display including US English, French, Spanish, Italian, German, and Russian. Any of these languages can be individually enabled or disabled.

The Book ScanCenter will automatically use the language configured for Windows on its touchscreen computer and default to that language on start-up. If the default language in Windows is not supported by Scannx, the Book ScanCenter will default to English or the user-selected language.

On return to the Home screen from any location in the Book ScanCenter application, the language in use reverts to the language at system startup by default.

To select a language:

1. Make sure you are on the Home screen (Figure 21).

Figure 21 Home screen

2. Press the language button (**English** in this example) at the bottom of the screen. A language selection pop-up displays (Figure 22).

Figure 22 Language selection

3. Press the button representing the language you want to use.

The Book ScanCenter Home screen will now display the chosen language and will continue to operate in that language until it returns to the Home screen at which time it will revert to the system startup or user-configured language.

However, if the Language Behavior parameter is set in The Workflow Tab configuration (page 135) to “do nothing”, the language will remain as chosen.

High Contrast option

NOTE: The **Accessibility Tools** button is not visible on the Home screen unless the **Accessibility Controls** option is enabled in Advanced > Accessibility in the Configuration settings.

The Book ScanCenter supports a high contrast mode for the visually impaired. This mode is selectable from the Accessibility Tools screen. Once selected, this mode remains in effect until returning to the Home screen.

To select the high contrast mode:

1. Press the **Accessibility Tools** button at the bottom of the Home screen (see Figure 21 above).
2. Press the **High Contrast** button in the Visual Assistance Tools section (Figure 23).

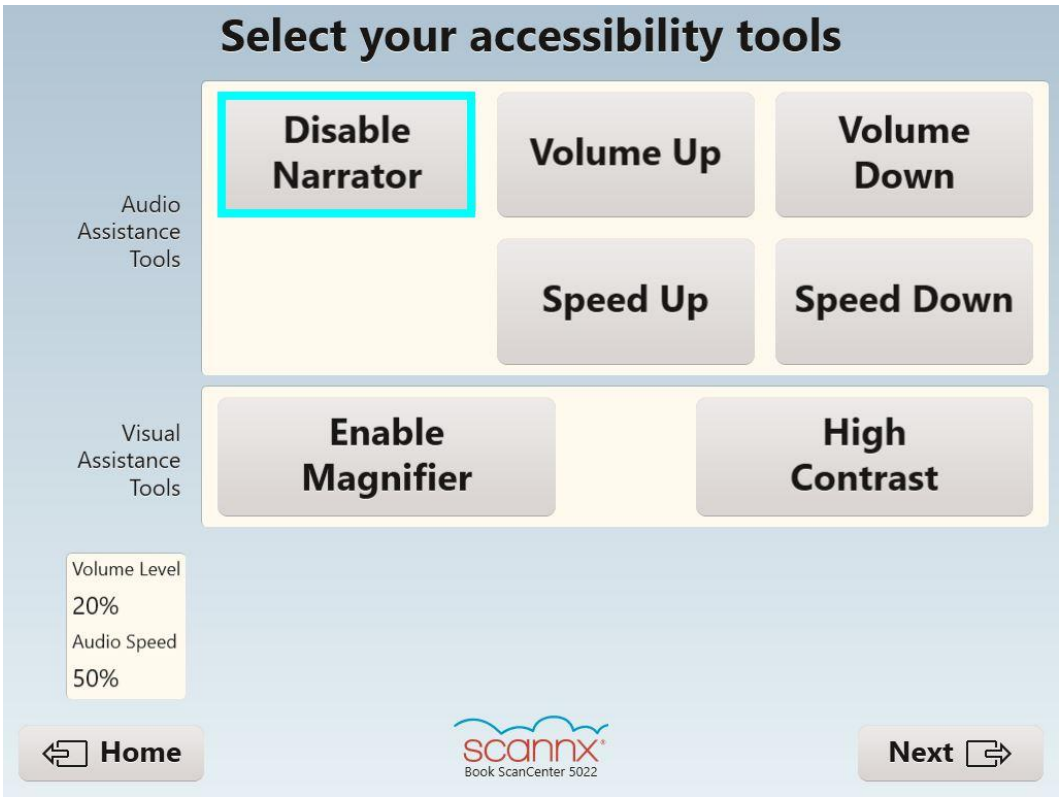


Figure 23 Accessibility tools

3. Press **Next** to continue using the Book ScanCenter in High Contrast mode.

To revert back to the normal view:

- Press **Normal View** to return from within the Accessibility Tools (Figure 24).
- Press the **Home** button from any screen

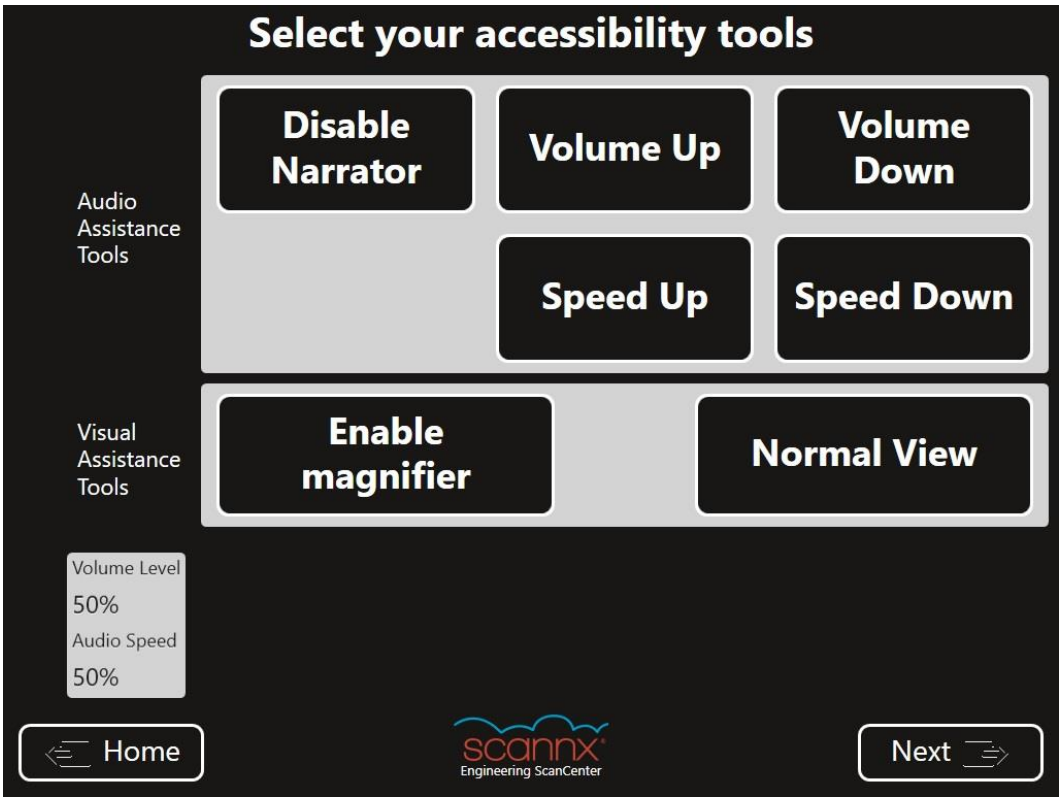


Figure 24 High Contrast view

General recommendations

- The Book ScanCenter does come pre-installed with Windows Defender and Windows Firewall,but does not come with any anti-malware software. It is your responsibility to load an anti-virus package that conforms to your security policies. See Antivirus and Security on page 147 regarding known vendor-specific issues.
- If the Book ScanCenter needs to be joined to a domain, do so at this time. If you have multiple Book ScanCenters, it is recommended that you assign them unique names.
- To lock down the keyboard, go to the Documents folder and open the shortcut for “Admin Command Prompt”. Enter the admin password. In the command prompt type “lock” without the quotation marks. Reboot the computer. Any keys that a user could use to close the Book ScanCenter software are now disabled including Alt, F4, Escape, and the Windows keys. See Securing an external keyboard on page 141 for additional information.

To access Windows

To exit the Book ScanCenter application and return to Windows:

1. Press **Home** to return to the Home screen.

2. Tap the Scannx logo 4 times quickly. The Enter System Access PIN panel (Figure 25) displays.
3. Type the access PIN. The default PIN is 5432.
4. Press Close Application.

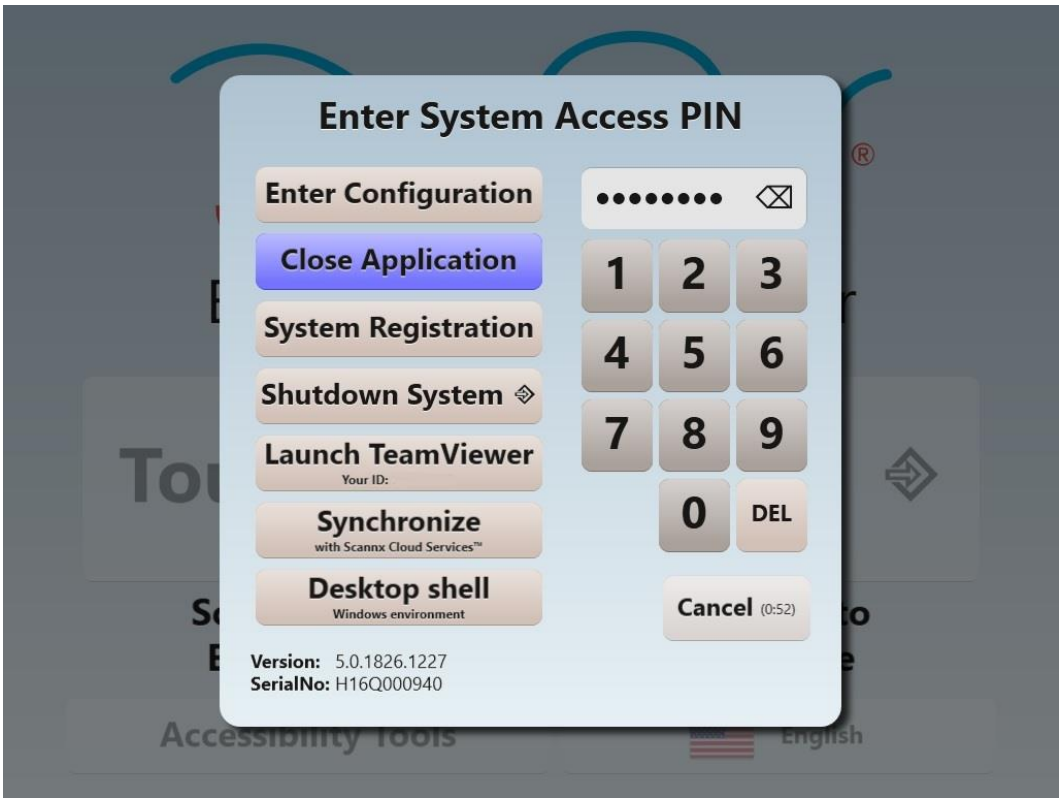


Figure 25 System access PIN panel

5. Run the “Book ScanCenter” application to get back to the Home screen.

Book ScanCenter Configuration

The Configuration mode has several tabs with options to personalize the Book ScanCenter for your environment and customize the scan destination settings. The Configuration mode provides settings to:

- Identify your Book ScanCenter and its location
- Specify shutdown/restart/logoff behavior
- Set default scanner behaviors
- Configure user authentication for secure access control (if purchased)
- Define scan destinations and layout user view
- Configure vending devices and establish transaction costs
- Dictate software update scheduling

This chapter describes each Configuration mode tab and option.

Access Configuration Mode

To configure the Book ScanCenter, connect a USB Keyboard (not provided) to the touchscreen computer.

NOTE: The first time a new keyboard is used on the Book ScanCenter it may take up to 30 seconds for Windows to be ready to use the keyboard.

1. On the Home screen, tap the Scannx logo 4 times quickly. The Enter System Access PIN panel (Figure 26) will display.
2. Type the access PIN. The default PIN is 5432.
3. Press **Enter Configuration** to access the configuration mode.

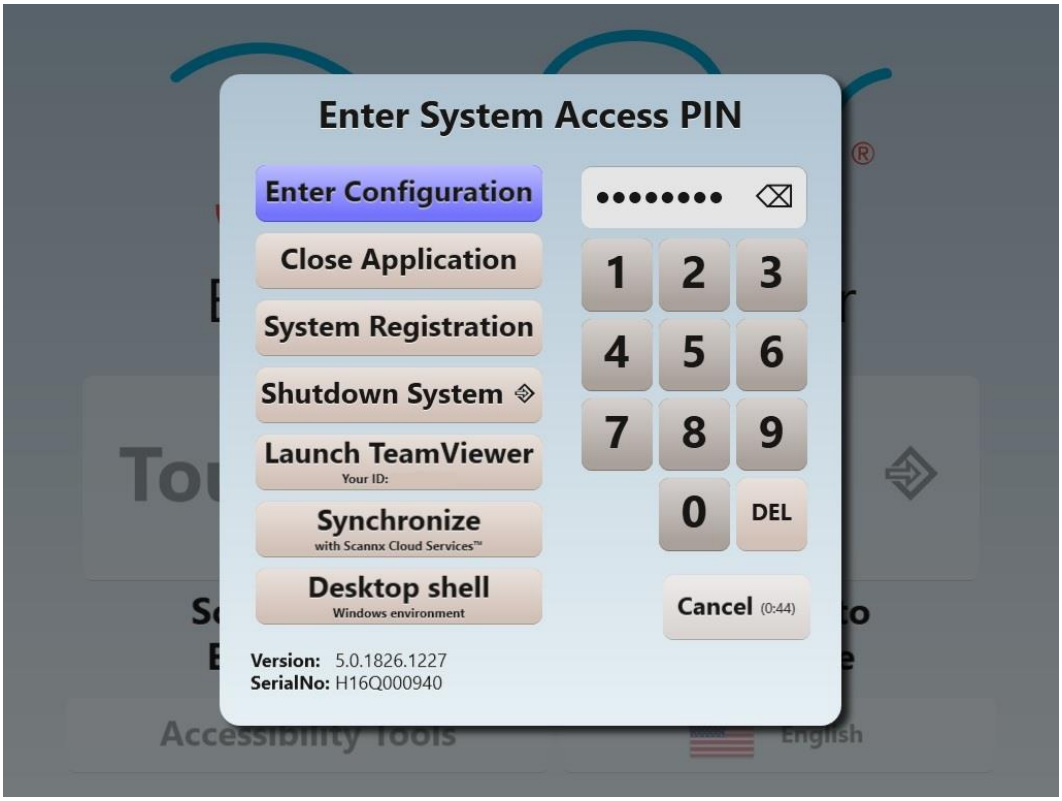


Figure 26 Enter System Access PIN Panel

4. If this is the first time you are accessing the configuration mode, the End User License Agreement (EULA) displays. Check the box to accept the EULA. A prompt will indicate your system is configured to automatically download and install updates. You can change this schedule on the Updates tab.

   Otherwise, the General – Basic System Options tab (Figure 27 below) displays.

General navigation guidelines:

- Tap or press a button or field to select it.
- Use the TAB key on the keyboard to move between fields.

- Press the **Apply** button to save the changes on the screen, otherwise your changes will be lost.
- Press the **Reload** button revert to the last saved changes.
- Press the **Home** button to exit the configuration mode and return to the Scannx Home screen.

System Access Options

- **Enter Configuration** – Opens the settings interface for configuring all aspects of the Book ScanCenter system.
- **Close Application** – Exits the Book ScanCenter application and allows access to the standard Windows desktop.
- **System Registration** – Login prompt to the Scannx Cloud Services.
- **Shutdown System** – Shutdown or reboot the Scannx Book ScanCenter system.
- **Launch TeamViewer** – Allows remote control to a Scannx Technical Support Representative, if needed, to resolve any issues with your system. Access is granted at your discretion by providing the ID number displayed on this button.
- **Synchronize** – Synchronizes the Scannx Book ScanCenter settings with the Scannx Cloud Service to check for any updated configuration changes. Your configuration does not need to be manually synchronized as it is automatically backed up when returning to the Home screen.
- **Secure shell** – Replaces Windows Explorer with an alternate shell that will prevent changes to the Windows system should an unauthorized user manage to exit out of the Book ScanCenter application.

The General Tab

Figure 27 General Tab

The General Tab should automatically be selected when you enter the Configuration settings, but it can be selected along the left side of the screen at any time. The General tab enables you to change the following settings:

Location

Location is used by several internal functions, including the automatic email notification. It is recommended to change this value to a name that indicates the actual location of the system. It is also one of the values that can be automatically added as part of an email; see Setup – Email Destination on page 65 for more information on configuring email.

GeoLocate button

The **GeoLocate** feature allows you to specify the physical address of this Book ScanCenter system. This information is used with the wēpa Print Station feature to provide a map of the closest available print stations (within a 5-mile radius) when you perform a scan to a Print Station.

To set the location of the Book ScanCenter:

1. Press the **GeoLocate** button. The location map displays (see Figure 28).
2. Enter a physical address of your Book ScanCenter system in the **Address** field.

3. Press **Locate**. The map updates to provide a view of that area.
4. Press the **Zoom In** and/or **Zoom Out** buttons to fine-tune the map view.
5. If desired, provide additional location information for the system in the **Facility** field.
6. Press **Apply** to save the location and map view.

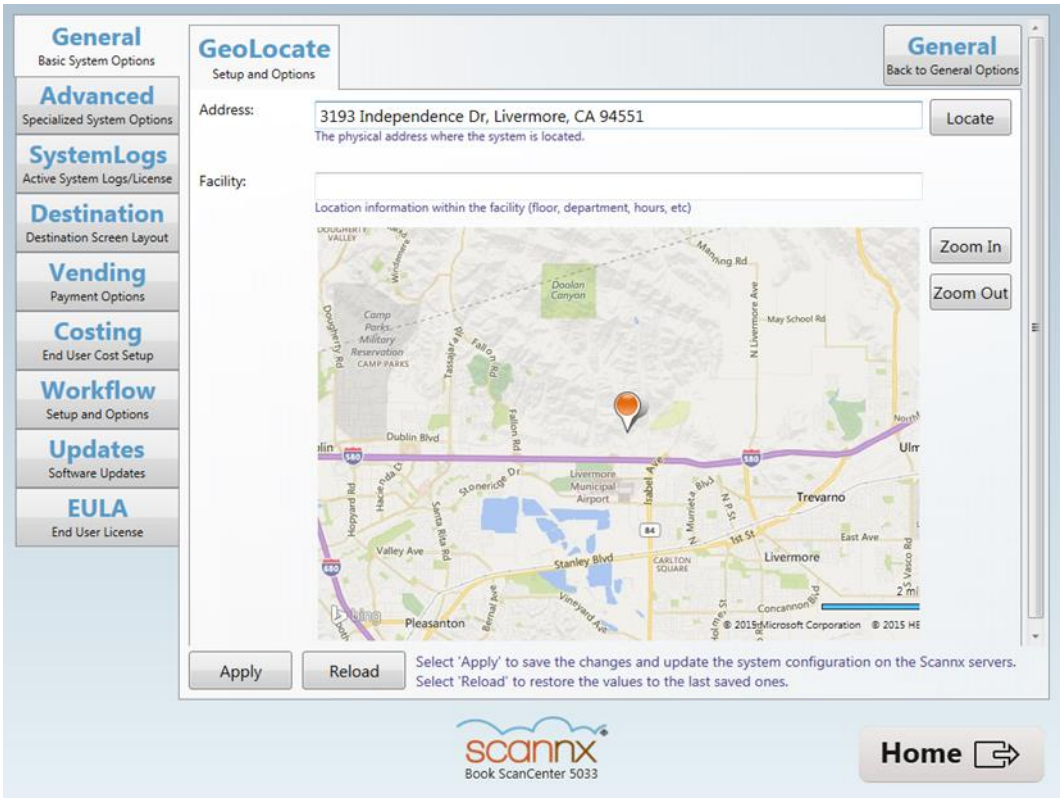


Figure 28 GeoLocate

Access

This is the System Access PIN code to access configuration mode. To change the default PIN (5432), enter a new value here. The PIN code must have a minimum of four digits and a maximum of 12. Only numbers can be used.

System Idle Timeout (Screensaver)

The **System idle timeout** is the length of time, in seconds, the system must be fully idle (no active or pending operations) before the screensaver starts. This timer begins counting only after the system has finished uploading, copying, or processing files and returns to the Home screen. The default timeout is 600 seconds (10 minutes).

NOTE: If you are in the middle of a job and the system idle timeout occurs, a popup warning displays. If you do not interact with the system within 2 minutes of this warning, your job is abandoned, all scans are erased, the Home screen redisplays, and you are

logged out of any cloud services in which you were connected. The screensaver will redisplay after the Home screen has been displayed for the timeout period.

Proceed reminder timeout

The **Proceed reminder timeout** is the length of time, in seconds, a screen is idle before the **Next** button begins to blink to get the user's attention.

Support Information

The **support name** and **phone number** values are displayed to a user in a "System Not Ready" alert (Figure 29) if the scanner is unavailable as they attempt to begin to scan. Enter the contact information for someone on-site who is the primary caretaker of the system.

Figure 29 System Not Ready alert

Notices

The **email** notice will use an existing email connector to send an email to the address in this field in the event that the scanner has been disconnected from the system. If configured, specify the address of someone that is located physically nearby and can service a powered off or disconnected scanner. See Setup – Email Destination on page 65 for more information on configuring email.

OCR

NOTE: The OCR field is only visible if you have purchased the Additional OCR Languages software option.

The **OCR** field lists all of the additional languages that will be processed when an OCR format (searchable PDF, Word) is selected. To select additional languages for processing:

1. Tap on the drop-down menu to the right (Figure 30).
2. Scroll down and select the desired language. It will add automatically to the OCR field.

Figure 30 OCR Language Selections

The default languages available for the Book ScanCenter are: English, French, German, Italian, and Spanish. There are many additional languages available. Contact your reseller or Scannx Sales for more information.

NOTE: When adding multiple languages, expect the processing workload to increase.

Folder

The default **folder** name used when creating a new folder on target media, such as a USB drive.

Filename

The default **filename** used for delivering completed scans. See the Special Fields section on page 63 for more information.

The Advanced Tab

The **Advanced** tab has four sub tabs for configuring. The active subtab is highlighted in white:

- General – Advanced System Options
- Authentication - End User Verifications
- Scanners - Advanced Scanner Options
- Accessibility - Accessibility Options

The General Subtab

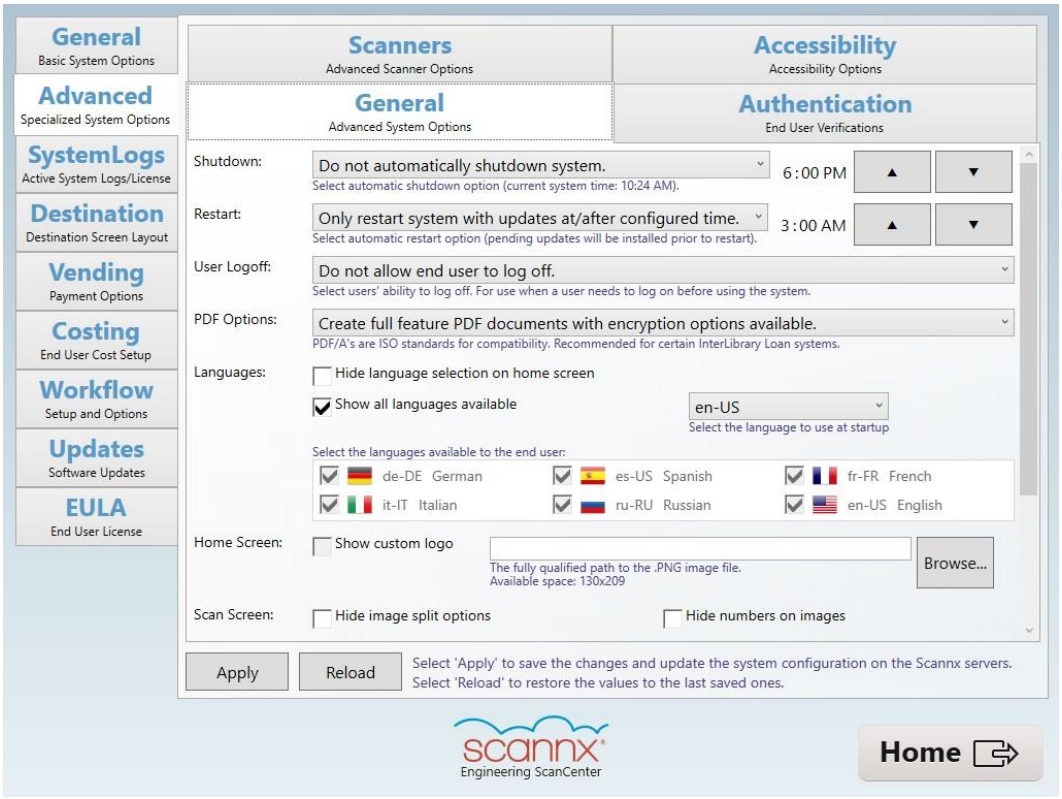
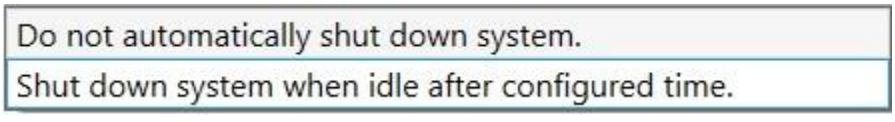


Figure 31 Advanced Settings – General (1)

Shutdown

The **Shutdown** selection provides two options:

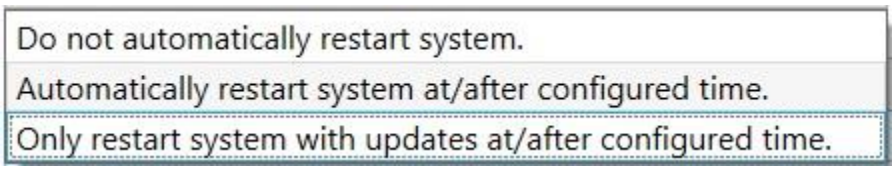


The default state is "Do not automatically shut down system".

If “Shut down system when idle after configured time” is selected, the system will only shut down when it is fully idle for the configured time.

Restart

The **Restart** selection provides three options:



The default state is “Only restart system with updates at/after configured time”. That is, only restart the system when an application update has been downloaded and installed and the system is fully idle for the configured time.

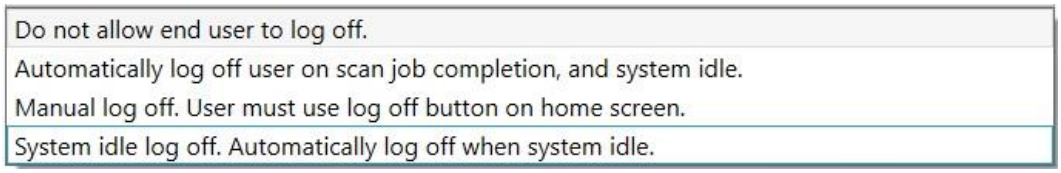
If “Automatically restart system at/after configured time” is selected, restart is activity sensitive. The system will only restart when it is fully idle for the configured time.

If “Do not automatically restart system” is selected, then the system will never be automatically restarted.

Also see Updates on page 138 for additional update options.

User Logoff

The **User Logoff** selection provides four logoff options, typically when the Book ScanCenter is joined to Active Directory (Windows Domain) or similar.



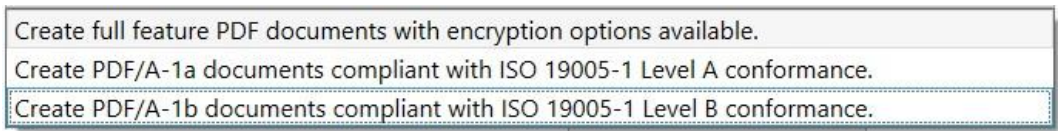
The default state is “Do not allow the user to log off”.

For both the “automatic” and “system idle” logoff selections, any time the system returns to the Home screen the user is logged off of Windows instead and returned to the Windows login prompt.

For manual logoff, the user is returned to the Home screen where they can press the **Log off** button to log out of the Book ScanCenter application.

PDF Options

The **PDF Options** selection provides three options for creating PDF files:



The default PDF option is to create full feature PDF documents.

The PDF/A standards are for archival purposes and do not support encryption.

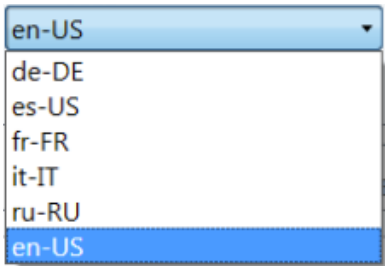
Languages

NOTE: The Languages fields are only visible if the multi-languages license is enabled on your system.

The **Hide language selection on home screen** option, when selected, hides the language selection button on the Home screen that allows a user to choose an alternate language when using the Book ScanCenter. The Book ScanCenter text will display the default language for Windows, if that language is supported by Scannx. Otherwise, the default Book ScanCenter language will display English.

The **Show all languages available** option, when selected, makes the languages selected in the box below this option available to the users via the language selection button on the Home screen. You can select/deselect the individual languages to control availability.

In addition, choose the **Select the language to use at start up** from the drop-down box. The Book ScanCenter will default to this language upon power-up or restart.



On the Home screen, the language in use will display on the language selection button along with the country flag.

Home Screen

The Book ScanCenter application supports custom logos using PNG files. These files must be 96 DPI, and can be up to 130x209 pixels in size.

To place a custom logo on the Home screen, perform the following steps:

1. Exit the Book ScanCenter application.
2. Copy the desired logo image file to a local folder such as the Public Pictures folder.
3. Return to the Advanced – General tab.
4. Press the **Browse** button and select the image file.
5. If the image is the appropriate size, select the **Show custom logo** checkbox.

NOTE: If the image does not display properly, check the resolution of the logo file. It must be 96 DPI.

Scan Screen

Hide image split options, when selected, hides the buttons on the Scan Screen that allow a user to perform a vertical or horizontal split of their scanned image.

NOTE: If your organization's policy is to encourage users to scan using only the book-edge, it is recommended that you enable this option.

Hide numbers on images - Suppresses the numbers displayed on the Scan Screen on the thumbnail images. These numbers are not part of the output image. They only appear as part of the thumbnail preview on the Scan Screen.

Hide image optimizer button - Removes the Optimize Image button from the Scan Edit screen to prevent the user from using the optimization sliders.

Show remaining capacity - Enables the small box on the Scan Edit screen that displays the number of pages and megabytes remaining until the limit is reached for the scan destination selected.

Enable AutoCrop mode selection for overhead and flatbed scanner - Allows the user to select from the Scan button whether to "auto crop" the image or scan the entire scan bed.

Enable the ability to easily re-order already scanned images before delivery - Enables the "Re-order" button on the Scan Edit screen so that users can access the "drag & drop" screen to re-order the already scanned images.

The Images to show per row - Sets the number of images per row on the "Re-order" drop-down screen. The larger the number selected, the smaller the images will be on the screen.

Mobile

Offer to authenticate via mobile device if possible for destinations - Gives the user the option to authenticate their on-line account (Google, Office 365, etc.) via their mobile device instead of logging in via username & password each time. After the user chooses to "opt-in" the first time (see Using Mobile Auth to scan to an OAuth2 destination on page 79), authentication is very quick on subsequent uses of the Scannx software.

> **Note:** For information about activating Mobile Authentication for your account, please contact Scannx Sales or your local reseller for more information.

USB Media

Allow use of external drives - Allows external hard drives that do not identify themselves as "removable devices" to the operating system to be used for Scan to USB.

There are a couple of issues that should be considered before enabling this option:

- Microsoft Windows treats external hard drives differently when it comes to caching and saving files to the actual drive. It is recommended to wait a few seconds after the transfer completes before unplugging the drive.
- Depending on the drive, it may pull a large amount of power off of the USB bus. This could interfere with other devices, including the scanner. If the connected drive has a Y-cable (two USB-A ends) plug both ends of the USB cable into the system. The 5022/5030/5033 series systems have a second USB port, on the bottom right corner of the system, with a rubber cover on

it. The 5131 series systems have a pair of USB ports, under a rubber cover, on the bottom left side of the system.

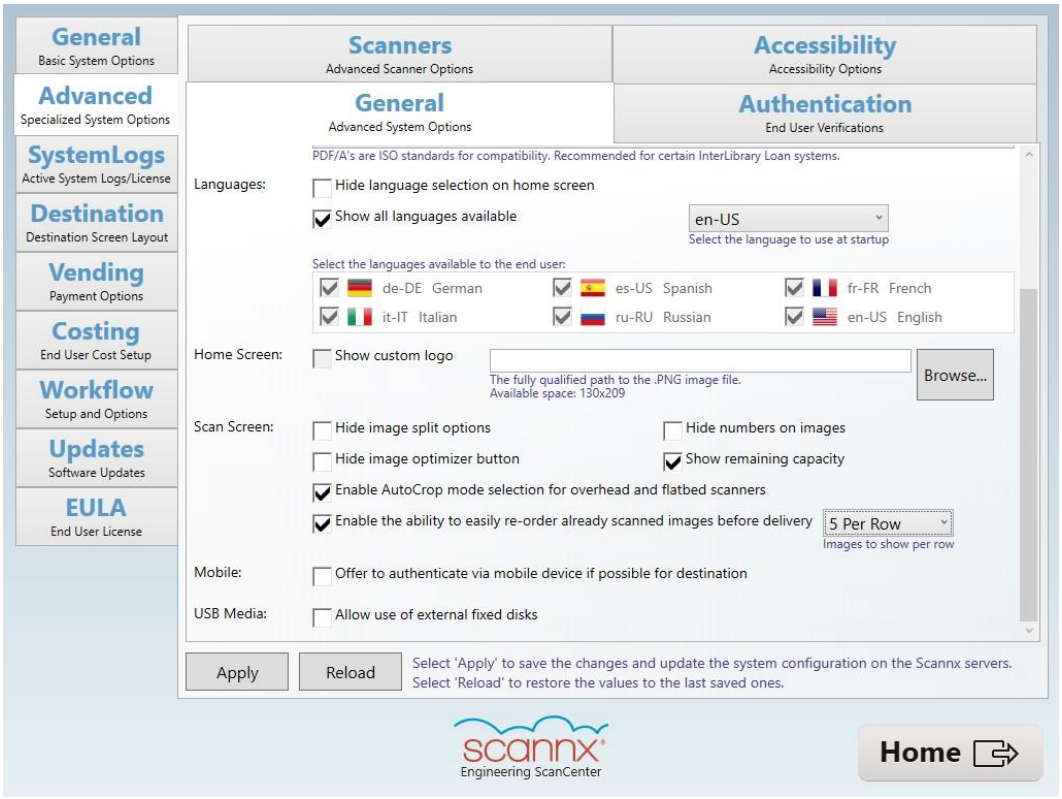


Figure 32 Advanced Settings – General (2)

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

The Authentication Subtab

The Advanced Authentication package is a software upgrade that allows the system to be configured to provide access control and validate group membership on a per-destination basis.

Note: If this software package is not purchased, these methods are visible but are NOT configurable.

These types of authentication methods can be configured: SMTP, PIN code, and LDAP.

Group membership can be used to determine pricing discounts, which are selected with the **Discounts** drop-down menu, and configured on the The Costing Tab on page 131.

To configure an authentication method:

1. Select an **authentication** method from the drop-down menu.
2. Enter a **title** for the pop-up authentication window.
3. Enter a **message** to prompt the user for entry.
4. Configure one or more **servers** or access codes.

Detailed steps to set up each method are found in the three sections below.

Advanced Authentication – SMTP / Restricted SMTP

Figure 33 Advanced Authentication – SMTP

There are two types of Email destinations available in the Book ScanCenter (Email and Restricted Email). The SMTP authentication setup instructions are identical for both destinations.

The SMTP authentication mechanism supports up to four servers. User authentication occurs against these servers in sequential order. Servers that have been verified will have a green checkmark in their selection tab.

For information on configuring SMTP servers for standard email setup, see Setup – Email Destination on page 65.

Server

This is the SMTP **server** IP or fully qualified hostname.

Port

SMTP server **port** number for communication. Common secure SMTP (SSL / TLS) ports are 25, 465, and 587.

Protocol

The **protocol** buttons “None”, “TLS”, and “SSL” determine which protocol is used when authenticating against the server.

Welcome

The **welcome message** is displayed after successful authentication has occurred against this server.

Group

The **group** is a domain name that is automatically appended to the authenticated username if only the username is entered. For example, if authentication requires the username to be in the username@servername format, this can be the servername allowing the user to enter only their username. This feature is optional.

Discounts

The **discounts** selection provides three options that correspond to the **discount** columns in the The Costing Tab on page 131 where different discounts can be configured for each tier.

Users that authenticate successfully to this server will receive the selected discount.

IMPORTANT: When using multiple servers or groups, the user is checked against each of them in sequential order until authenticated. Typically, the servers with the best discount should be setup in the **Server 1** tab.

To set up SMTP / Restricted SMTP authentication:

1. On the **Server 1** tab, configure the SMTP server with address, port, and protocol.
2. Press **Test Settings** to validate the server configuration.
3. If the configuration is correct, you will see a “Server Setup success” message and the **Test Settings** button changes to **Test Login**. Press the **Test Login** button.
4. A login prompt appears. Enter a valid email address and password for that server and press the **Login** button. If successful, a “Verification was successful” message will appear in the lower left corner of the screen.
5. Enter a **welcome message** for successful authentication.
6. *OPTIONAL*: Enter a domain (server name) to append to a username if desired.
7. *OPTIONAL:* Select the type of discount for the authenticated user from the drop-down menu.
8. Press **Apply** to save these settings.
9. Repeat steps for additional servers (**Server 2** tab, **Server 3** tab, etc.) if needed.

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

Advanced Authentication – PIN

Figure 34 Advanced Authentication – PIN

Access control using PIN code authentication supports up to three different PIN codes. When multiple PIN codes are configured, authentication is checked in sequential order.

Access

A local **access** code for authentication. Specify a numeric PIN code. The PIN code must have a minimum of four digits.

Welcome

The **welcome message** is the message displayed after successful authentication has occurred against this PIN.

Group

This is a placeholder and is not used.

Discounts

The **discounts** selection provides three options that correspond to the discount columns in the The Costing Tab on page 131 where different discounts can be configured for each tier.

Users that authenticate successfully with this PIN code will receive the selected discount rate.

IMPORTANT: When using multiple PIN codes, the PIN entered is checked against each of them in their sequential configuration order. Typically, the PIN with the best discount should be setup in the PIN Code 1 tab.

To set up PIN code access:

1. Enter the PIN code.
2. Enter a welcome message for authentication.
3. *OPTIONAL*: Select the type of discount to apply from the drop-down menu.
4. Apply these settings.
5. Repeat steps for additional PIN codes.

Note: Press the Apply button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

Advanced Authentication – LDAP

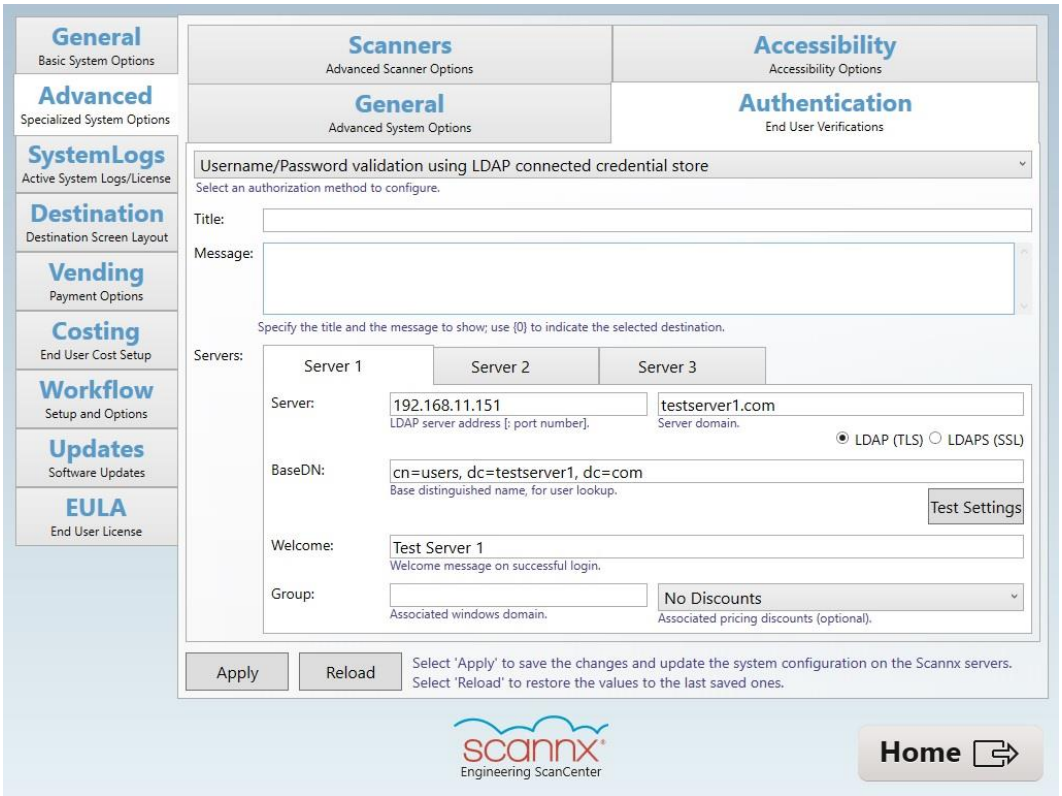


Figure 35 Advanced Authentication - LDAP

The LDAP authentication mechanism supports up to three servers. User authentication occurs in sequential order against these servers. Servers that have been verified will have a green checkmark in their selection tab.

Server

This is the LDAP **server** IP or fully qualified hostname. If a non-standard port is used, specify the port using the **address:port** format.

Server Domain

When performing the BIND command, this is the **domain** used during authentication.

Protocol

The **protocol** buttons “LDAP (TLS)” and “LDAPS (SSL)” determine which protocol is used when authenticating against the LDAP server.

BaseDN

The **BaseDN** is the distinguished name of the OU or CN of the user account being validated must be a member.

Welcome

The **welcome message** is the message displayed after successful authentication has occurred against this server.

Group

The **group** is a domain name that is automatically appended to the authenticated username if only the username is entered. For example, if authentication requires the username to be in the username@servername format, this can be the servername allowing the user to enter only their username. This feature is optional.

Discounts

The **discounts** selection provides three options that correspond to the **discount** columns in the The Costing Tab on page 131 where different discounts can be configured for each tier.

Users that authenticate successfully to this server will receive the selected discount.

IMPORTANT: When using multiple servers or groups, the user is checked against each of them in sequential configuration order until authenticated. Typically, the servers with the best discount should be setup in the **Server 1** tab.

To setup LDAP authentication:

1. Configure the LDAP server with address, domain, protocol, and baseDN.
2. Press **Test Settings** to validate the server configuration.
3. When the login prompt appears, enter a valid username and password for that server and press the **Login** button.
4. Enter a **welcome message** for successful authentication.
5. *OPTIONAL*: Enter a domain (server name) to append to a username if desired.
6. *OPTIONAL*: Select the type of discount for the authenticated user from the drop-down menu.
7. **Apply** these settings.
8. Repeat steps for additional servers.

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

The Scanners Subtab

The Advanced – Scanners tab has a dedicated subtab for each scanner you have powered on and connected to your touchscreen computer. Figure 36 shows subtabs for 3 connected scanners (BookScanner 7145, fi-7160, and ScanSnap SV600), plus the options available for the BookScanner 7145. The options shown on each subtab are relevant to that scanner only. Figure 37 shows the different configuration options available with the ScanSnap SV600. Figure 38 displays the configuration page unique to a Zeutschel scanner.

NOTE: Press the Apply button to save your settings before leaving any subtab.

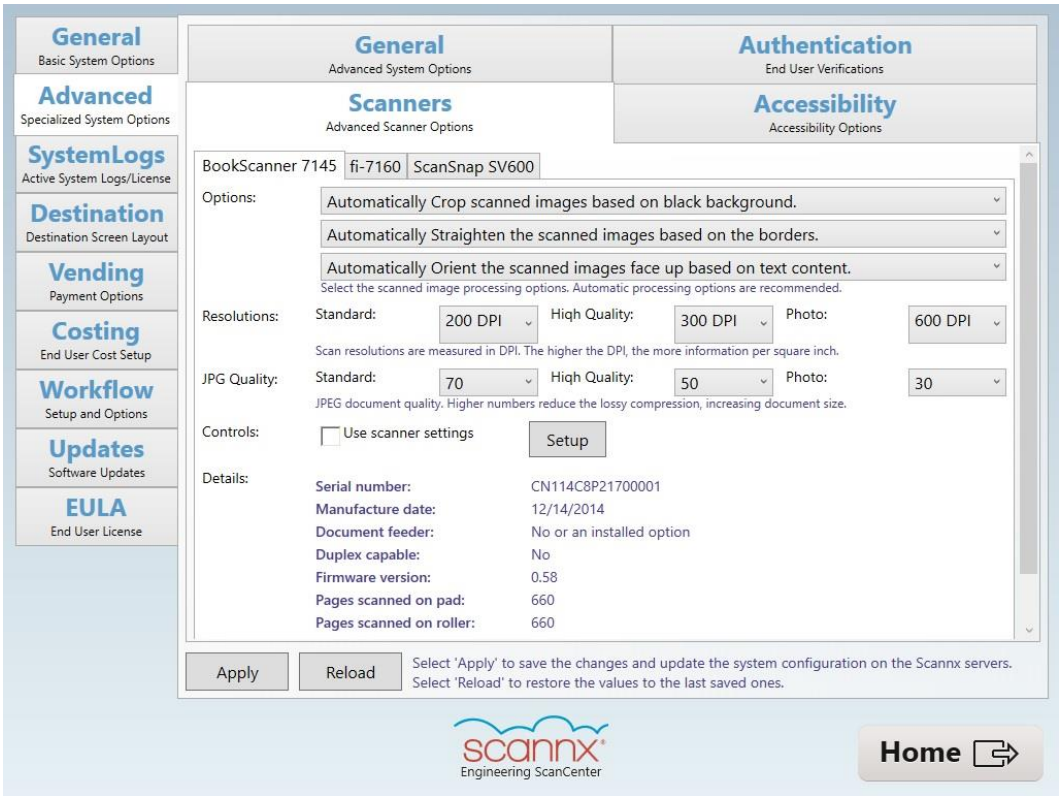


Figure 36 Advanced Settings, Scanners (BookScanner 7145)

Figure 37 Advanced Settings, Scanners (ScanSnap SV600)

Options

The **Options** section provides selections for overriding the image processing functions and disabling the default scanner behavior. The selections made will affect all scans performed with the scanner. The options shown pertain only to the selected scanner and affect image cropping, image straightening, and image orientation handling. These selections will differ per scanner model.

Resolution

The **Resolution** settings provide drop-down menu selections for overriding the resolution at which the system performs “Standard,” “High Quality,” or “Photo” scans.

IMPORTANT: The values shown are based on industry standards for both purpose and performance. It is recommended that you leave these settings at their default values. If, however, you are using OCR languages that will include the East Asian character sets, such as Chinese, Japanese, or Korean, change the “High Quality” value to 400 DPI.

JPG Quality (available only with some scanners)

The **JPG Quality** settings provide drop-down menu selections for overriding the settings at which the scanner performs “Standard,” “High Quality,” or “Photo” scans for JPEG documents.

IMPORTANT: The values shown are based on industry standards for both purpose and performance. It is recommended that you leave these settings at their default values.

Controls

Press the **Setup** button to access the scanner's configuration menu to set specific scanner functions. Consult the manufacturer's documentation for your scanner for a description of each of the settings.

When you check the **Use scanner settings** box, the scanner configuration settings will override any selections made in the **Options** drop-down selection on this screen.

For the ScanSnap SV600:

The **Repeat scan count** specifies the number of document scans the SV600 will perform each time the **Scan** button is pressed. For example, if a typical scan operation involves capturing several pages in a book at a time, set this value to a number other than 1. The **Stop Scan** button can be pressed during the scan session to end it.

The **Scanner delivery timeout** is the number of seconds the Book ScanCenter will wait for the SV600 to respond after the **Scan** button is pressed before reporting no response.

Press the **Reset ScanSnap driver** button if communication between the SV600 and Book ScanCenter is lost.

Details

Details lists your scanner statistics. These statistics are available after the first scan has occurred.

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

Zeutschel-specific scanner configuration page

If you have a Zeutschel scanner, the Advanced/Scanner page will look similar to Figure 38 below. The Resolution and JPEG Quality setting are the same as described above. Unique to the Zeutschel scanners are the Controls described here.

Alignment Calibration

Press the **Start Calibration** button to engage the Zeutschel calibration feature. Follow the prompts until the scanner head is aligned correctly.

Enable FootPedal

Check the **Enable FootPedal** box if you have a foot pedal attached to the ScanCenter for hands-free ability to start a scan. Use the drop-down menu to select the type of foot pedal you are using.

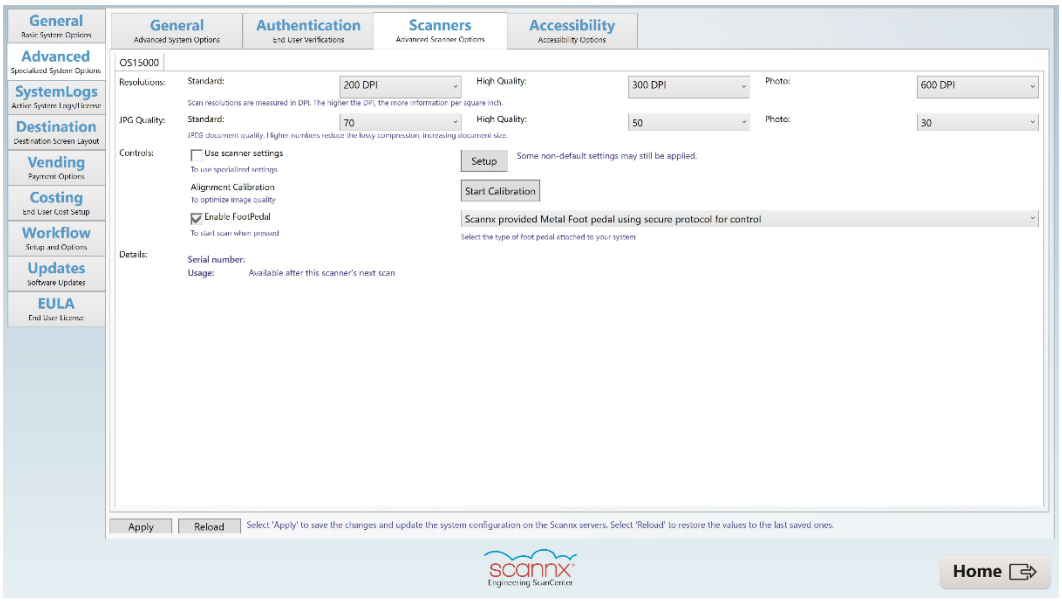


Figure 38 Advanced / Scanners tab for Zeutschel

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

The Accessibility Subtab

The Advanced – Accessibility tab options can be enabled to provide ease-of-use for persons with visual or manual dexterity limitations.

Figure 39 Advanced Settings, Accessibility

Mouse

The **Show mouse cursor** option sets the mouse cursor to always be visible in the touch screen interface. On-screen buttons will respond to mouse clicks in the same manner as using the touch screen.

Keyboard Control

The **Allow keyboard navigation** option will let the user control the software using the keyboard.

Accessibility Controls

The **Make accessibility controls screen available for users** feature will enable the accessibility options and show an **Accessibility Tools** button on the Home screen. Select the options you want the users to be able to access.

Figure 40 Home screen showing Accessibility Tools button

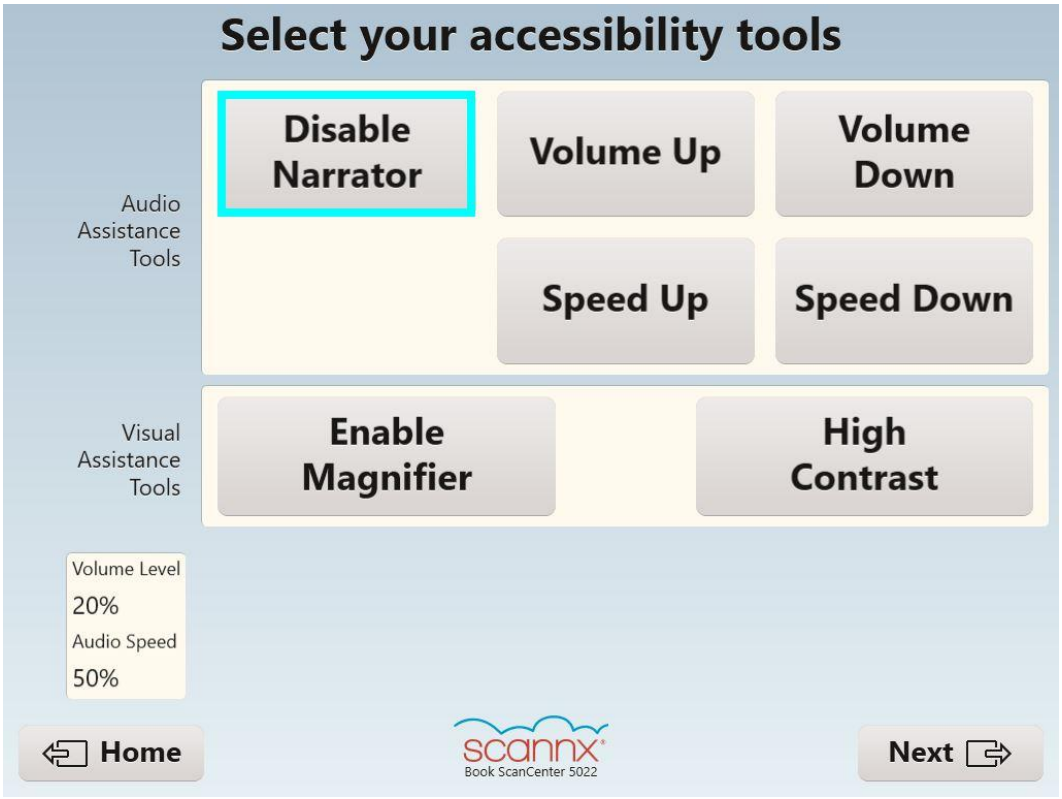


Figure 41 Accessibility tools menu

Visual Controls

- The **Enable magnifier** option will show the **Enable Magnifier** button in the Accessibility Tools. Pressing the button will enable the magnifier, which can be moved around the screen to enlarge the text and features for easy viewing. It is *highly* recommended that this function only be turned on and used when using a mouse to control the system. Attempting to use the magnifier when touching the screen will result in the touchscreen standard behavior response for button pressing.

IMPORTANT: Running Windows 7, the **Enable Magnifier** option requires Windows Aero. If visible, press the **Enable Aero** button and then press **OK** on the prompt that states it will take affect the next time the system is rebooted. Press **Apply** in the "Accessibility" window and then reboot the Book ScanCenter. When the system is logged in again, the **Enable Magnifier** button will be in the Accessibility Tools. The graphic requirements to support Windows Aero can decrease system performance, so Aero is disabled by default on older systems.

- The **Show high contrast mode** option will show the **High Contrast** button in the Accessibility Tools. Pressing this button will change the Book ScanCenter interface from standard Windows graphics to black and white. The option can be toggled back to Normal View in the Accessibility tools before proceeding. The system will automatically return to Normal View when returning to the Home screen.

Text to Speech

- The **Allow screen reader** option will enable voice narration of the options on-screen and response to button presses by the user.

Call to Action

- The **Enable audio call to action on home screen** option will enable voice prompt when the system is at the Home screen. The system will announce "Welcome to the Scannx Book ScanCenter, press Control-N to get started".

Default Volume

- Select the default volume for the narration options. The users will be able to adjust the volume level under the accessibility tools.

The SystemLogs Tab

The information displayed on this tab is primarily for informational purposes. For detailed usage data, use the Scannx portal located at http://portal.scannx.com. For any questions regarding using the portal, please contact your reseller or Scannx Support.

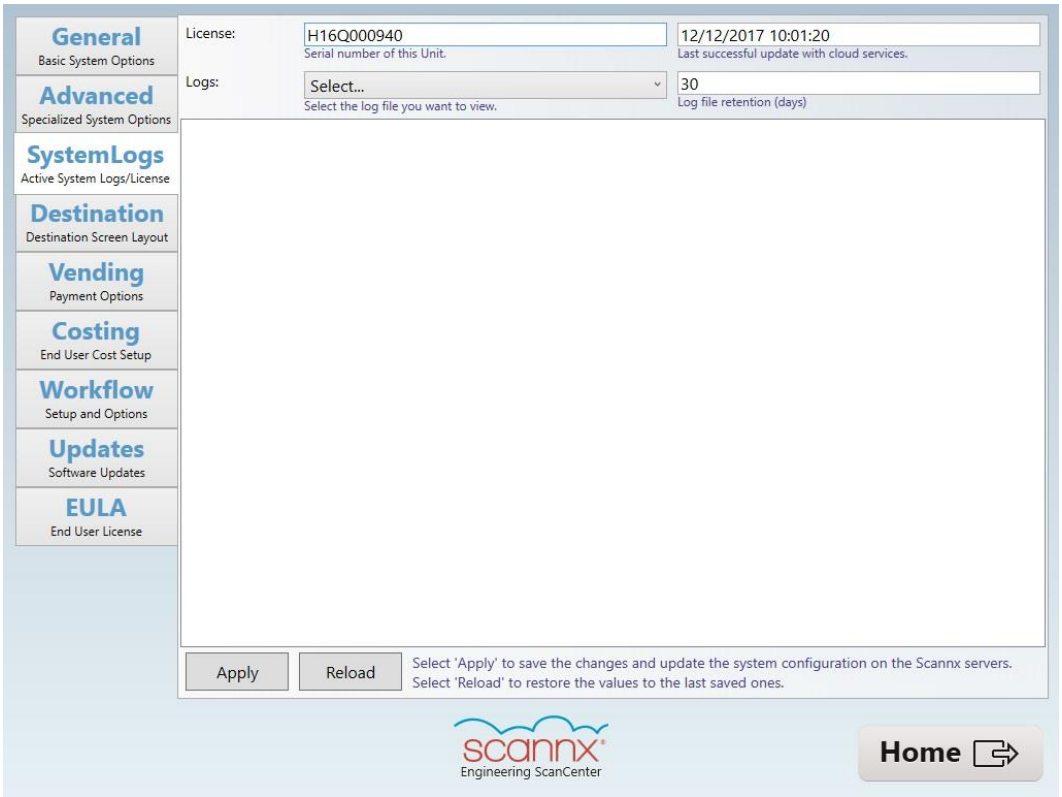


Figure 42 SystemLogs tab

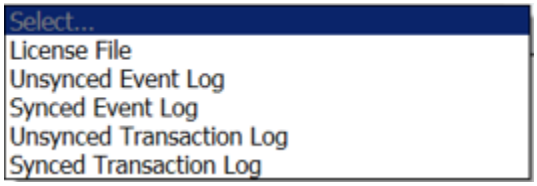
License

The **License** is the Serial Number assigned to this system. All licensed features are linked to the Serial Number of the system.

The **Last successful update** field indicates when the system was last synchronized with the Scannx Cloud Servers.

Logs

The **Logs** drop-down menu provides several files to select for viewing:



When a file is selected, the top-level element will display in the box below on this screen. Click on the triangle to expand the elements as shown in the example in Figure 43.

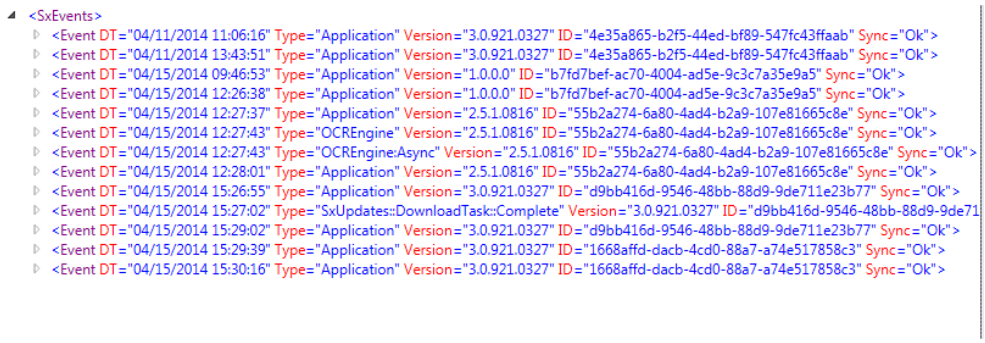


Figure 43 Synced Event Log - Example

The **Log File Retention** setting specifies the number of days to retain each log file. The default value is 30. The system saves the daily event logs (EventLog MMDDYYYY.xml) and transaction logs (TransactionLog MMDDYYYY.xml) in the C:\ProgramData\SxBookScanCenter\Configuration folder.

The Destination Tab

The Destination tab (Figure 44) allows you to configure which destination buttons are displayed, the name displayed to the user, and the position of the button on the Scan Destination screen.

Figure 44 Destination configuration

The number of scan destinations available is limited to 15 (5 rows x 3 columns). You can configure the system to have multiple printers, network folders, or other scan destinations.

Add a Destination Button

1. Press **Add New Button**.
2. Select the destination **Type** from the drop-down menu. The **Button friendly name** will automatically populate in the field to the right, but that can be modified.
3. Select an available **Row** and **Column** position for the button on the Scan Destination screen.
4. Set the **Visible** option to “Show”.
5. Press the **Preview** button to verify the button grid display.
6. Press the **Back** button to return to the configuration grid.
7. Press the **Apply** button to save the changes.

8. Press the **Setup** button associated with that scan destination to configure any options.

Create a "Hidden" Destination

Some destinations require a secondary scan destination configuration as a requirement to their setup. For example, the ILLiad setup requires a "Network" destination be configured. You will want to create a secondary scan destination for that scan setup that is not part of the regular scan destinations and is "hidden" to the general public.

To create a secondary "hidden" destination:

1. Press **Add New Button**.
2. Select the destination **Type** from the drop-down menu. The **Button friendly name** (button name) will automatically populate in the next field.
3. Select an available **Row** and **Column** position for the button.
4. Set the **Visible** option to "Hide".
5. Press the **Apply** button to save changes.
6. Press the **Setup** button associated with that scan destination to configure any options.

Additional actions:

- To remove a button from the Scan Destination screen, change the **Visible** option from "Show" to "Hide".
- To rename a button on the Scan Destination screen, click the **Button friendly name** field and type in the new name.
- To delete a button from the list, change the **Visible** option from "Show" or "Hide" to "Remove".
- To preview the layout of the Scan Destination screen (Figure 45), press the **Preview** button. From the Preview Screen, press the **Back** button to return to the configuration.

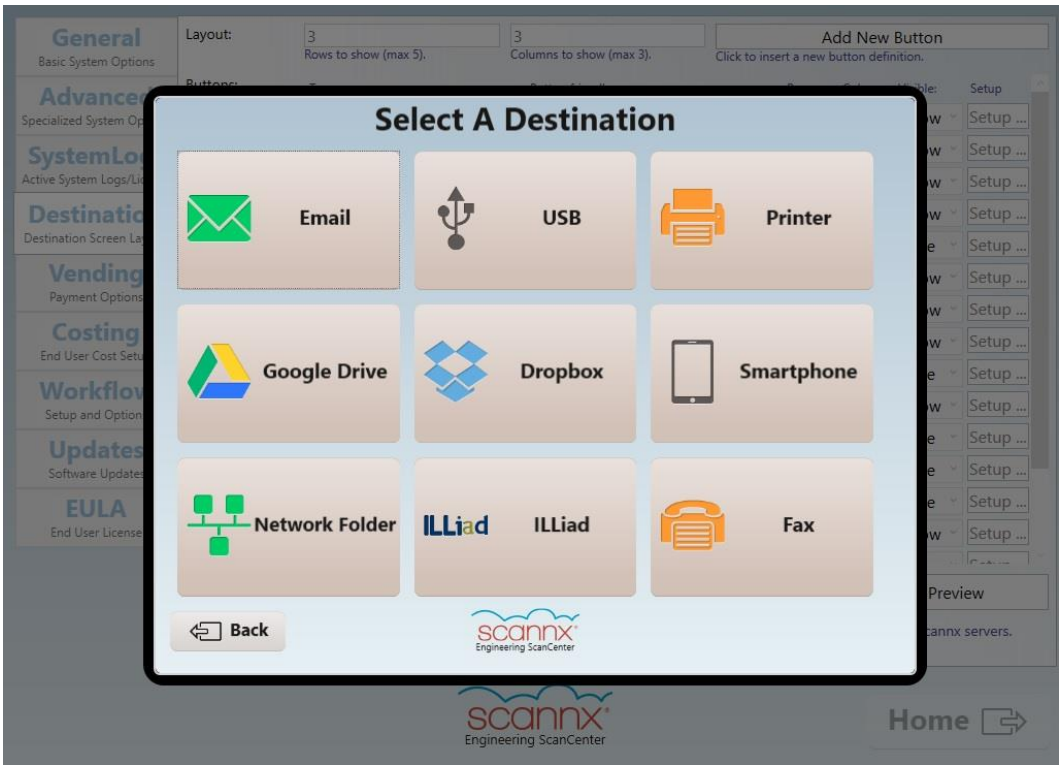


Figure 45 Scan destination preview

NOTE: You may need to change the layout values (rows & columns) at the top of the Destination tab to be able to add additional buttons.

Common Features

The destinations have some configuration features in common. These features are covered here. Any exceptions are described in the Setup tab for that destination.

Authorization Method – Access Control

All destination setups will have the option to select an Authorization method for access control in a drop-down menu at the top of the destination's setup screen. There will be four authentication choices. These authentication methods are SMTP, PIN code, LDAP, and no authentication. See The Authentication Subtab beginning on page 44 for information on configuring these authentication access modes. Use of these three authentication methods require the purchase of the Enhanced Authentication package.

If an authorization method is selected for a destination, a user will not be able to use that destination until successfully authenticating against that server.

If the authorization method is selected but not configured, the destination button will remain grayed out until the authorization method is set up.

No authorization (default)

The **Authorization** setting is not used in the standard system setup, or the Enhanced Authentication package has not been purchased. That is, no authentication of the user takes place when the user selects the scan destination.

SMTP Authentication

If the authorization mode is set to “Email Address/Password validation using SMTP server”, the user will automatically be authenticated for access against the email address and password credentials he/she enters when prompted to use the scan destination.

PIN code Authentication

If the authorization mode is set to “Local access control using simple PIN code”, the user is prompted for and validated against the PIN code entered in order to use the scan destination.

LDAP Authentication

If the authorization mode is set to “Username/Password validation using LDAP connected credential store”, the user will automatically be authenticated for access against the login credentials he/she enters in order to use the scan destination.

Special Fields

Some destinations have options that are labeled “Check Admin Guide for special fields”.

Table 1 lists the values that can be entered into those fields for those options.

Table 1 Special Fields

Value	Description (example)
%DATETIME%	Date and time of job completion (11/6/2017 11:32 AM)
%DATE%	Date of job completion (Monday, November 6, 2017)
%TIME%	Time of job completion (11:32:22 AM)
%LOCATION%	Content of the **Location** field in the *General* tab (Book ScanCenter – 2nd Floor)
%PAGES%	Total number of pages scanned (3)

Disclaimer Page

The Book ScanCenter application supports the inclusion of a disclaimer with document delivery. This disclaimer is a TIFF file of your choice. By default, this feature is disabled. If this feature is enabled, the disclaimer behavior is as follows:

- If the document is a TIFF, PDF, or searchable PDF, then disclaimer may be inserted at the front or back of the document.
- For all other document types, the disclaimer is always a separate document.

To include a disclaimer:

1. Exit the Book ScanCenter application.
2. Copy the desired disclaimer file (TIFF file) to a local folder such as the Public Documents folder.
3. On the destination's setup screen, press the **Browse** button in the Disclaimer Page section and select the disclaimer file.
4. Choose the disclaimer location using the radio buttons.

Setup – Email Destination

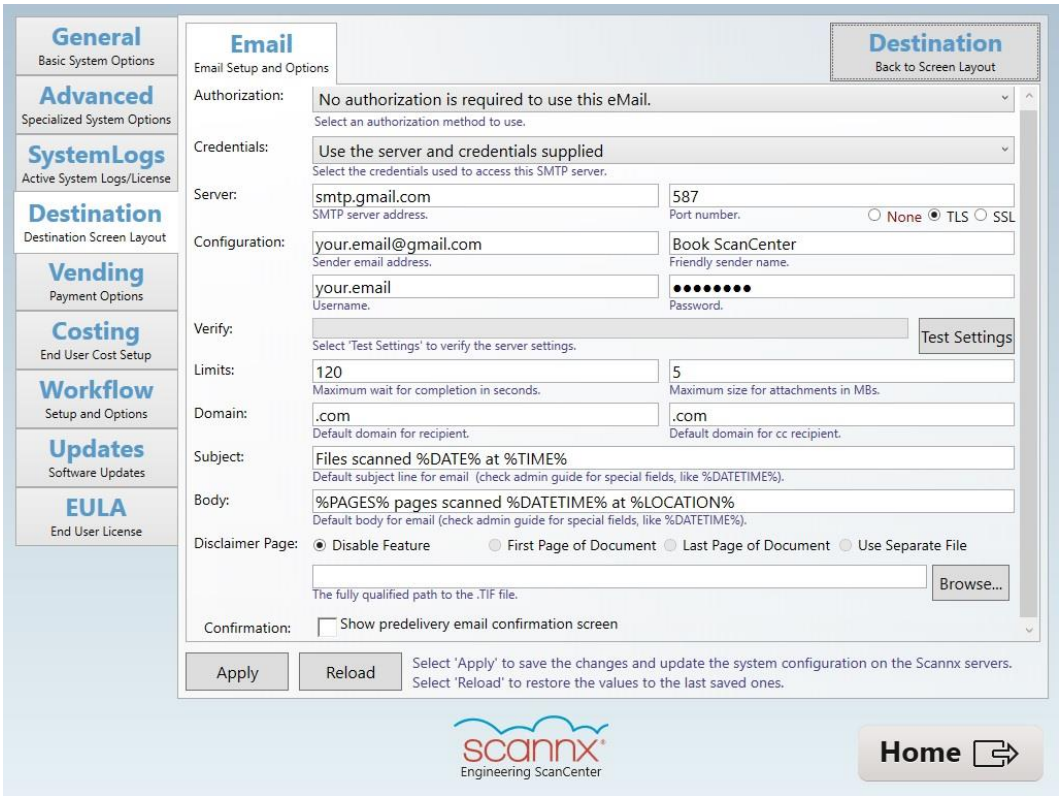


Figure 46 Destination, Email Setup

The Email connector uses the SMTP standard for delivering outbound emails. You do not need any POP or IMAP information, only SMTP.

When configuring Email as a scan destination, consult your standard desktop Email Client configuration documentation for the **port** and **protocol** used.

If supported by your email server, you may be able to configure the Email connector without a **username** and **password**. However, there will be secondary security measures that the SMTP server typically will require in order to allow emails to be sent to remote locations.

Once you configure email as a scan destination, always verify that you can deliver both to local email addresses within the same domain and to external addresses with different domains. If you are unable to deliver to external mail servers, please contact your administrator to enable relaying for this system. In this event, advise the mail server administrator that you need to be able to externally relay when sending from this system. The system may need to be assigned a static IP or be assigned a service account.

To configure an email destination

1. From the main Destination screen, press the **Setup** button for the email destination. The email setup screen (Figure 46) displays.

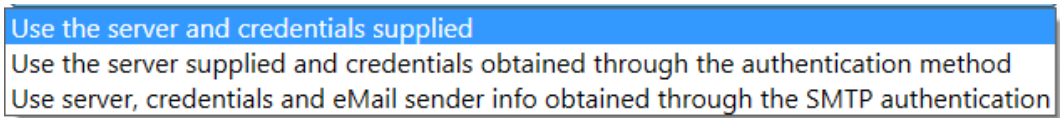
2. Specify the SMTP mail server's **IP address**, SMTP **port**, and authentication **protocol** ("None", "TLS", or "SSL").
3. Specify the email address of the account sending the email.
4. If required by your email server, provide a login **username** and **password** for sending an outbound email.
5. Press **Test Settings** to validate your email server entries. A "Verification Successful!" message will appear when if a test message has sent successfully.
6. If desired, configure other email destination options.
7. If you want the user to authenticate when scanning to email, be sure to select the appropriate **authorization** and **credentials** from the drop-down menus as described below.
8. Press **Apply**. Your email destination is now configured.

Authorization and Credentials

Authorization and **credentials** are part of the Enhanced Authentication package and are not used in the standard system setup.

Authorization Mode – SMTP

When SMTP is chosen as the Authorization mode, there are three different **Credential** selections:



Use the server and credentials supplied - This method uses the configured mail settings and only uses the authentication for access control.

Use the server supplied and credentials obtained through the authentication method - This method uses the configured mail server, but the **Sender email address** and Reply-to accounts will be the one with which the user authenticated.

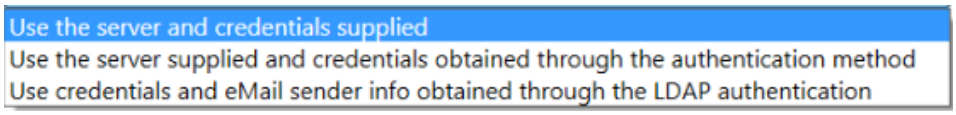
Use server, credentials, and email sender info obtained through the SMTP authentication (SMTP authorization only) - This method uses the multiple server options configured on the **Advanced – Authentication, SMTP** option. When the user attempts to log in, it will attempt to authenticate against each of the mail servers in order. It will use the mail server with which it is successful.

Authorization Mode – PIN code

When PIN code is chosen as the Authorization mode, it ignores the currently configured mail settings and only uses the PIN code for access control.

Authorization Mode – LDAP

When LDAP is chosen as the Authorization mode, there are three different **Credential** selections:



Use the server and credentials supplied - This method uses the currently configured mail settings and only uses the authentication for access control.

Use the server supplied and credentials obtained through the authentication method - This method uses the configured mail server, but the **Sender email address** and Reply-to accounts will be the one with which the user authenticated.

Use credentials and email sender info obtained through the LDAP authentication - This method requires the mail server to be configured on this screen (**Server address**, **Port**, and **Protocol**). The **Sender email address** and Reply-To accounts will be loaded from the LDAP directory. The **Friendly Sender name** will be loaded in the same way. Next to each of the configurable fields is a **Login** button as shown in Figure 47. This will let you authenticate and build the list of attributes that can be used. You can then select the attribute that matches the email account and the display names.

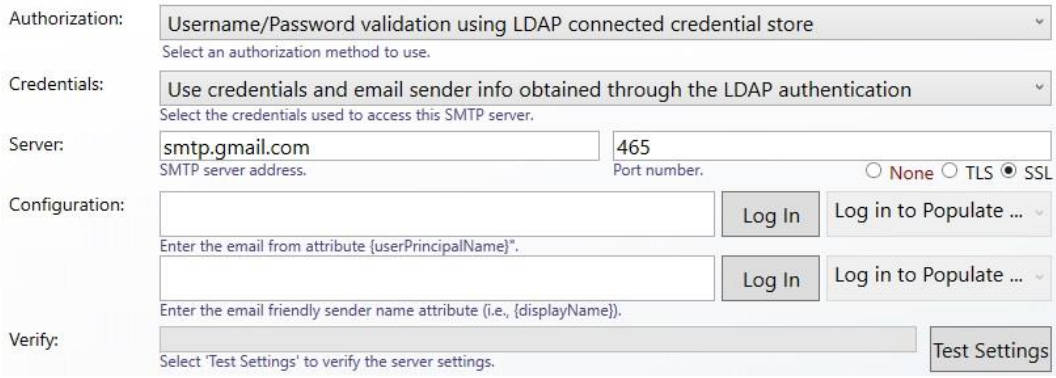


Figure 47 Destination, Email with LDAP authentication

Email Destination Options

Server

Enter the **Server** IP address, **Port** number, and select the **Protocol** ("None", "TLS", or "SSL") for authenticating against the email server. Standard SMTP ports are 25, 465, and 587.

Configuration

Sender Email Address is the address that emails will be sent from and the Reply-To address if anyone responds. It is recommended to use a service type or Noreply@ type account.

Friendly Sender Name is the name that will appear on the sent email.

The **Username** and **Password** fields, if needed, are for an account that authenticates to the mail server.

Once these fields are entered, press the **Test Settings** button to validate the email settings and to enable email in the Scan Destination screen. You will see a

"Verification Successful!" message if the username and password have been verified on the SMTP server.

Limits

Wait time - the maximum time in seconds the Book ScanCenter will spend attempting to deliver an attachment to the mail server. The default value is 120 seconds.

Attachment size - the maximum size in MB for a scan attachment. If a scan batch exceeds the maximum size, the system immediately notifies the user and prevents them from performing additional scans. The default value is 5MB.

Domain

Domain is a custom configuration setting to allow the .com macro keys on the email delivery screen to be replaced with any domain or address that is desired. For example, this key could be replaced with @myschool.edu or @ci.cityname.ca.us. In the event that you have multiple subdomains, only enter the common parts of the address, such as .edu.

Subject

The **Subject** is the default subject line for the email. (As an option, a special field can be used in either location. See

Table 1 on page 63 for possible values.) For delivery purposes it is recommended to have a default subject (and body) so spam filters don't flag the email.

Body

The **Body** is the default content of the email. (As an option, a special field can be used in either location. See

Table 1 on page 63 for possible values.) For delivery purposes it is recommended to have a default body (and subject) so spam filters don't flag the email.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

Confirmation

Check the **Show Predelivery Email Confirmation Screen** option to display the screen that asks users to confirm their email address before sending scanned image.

Setup – Restricted Email Destination

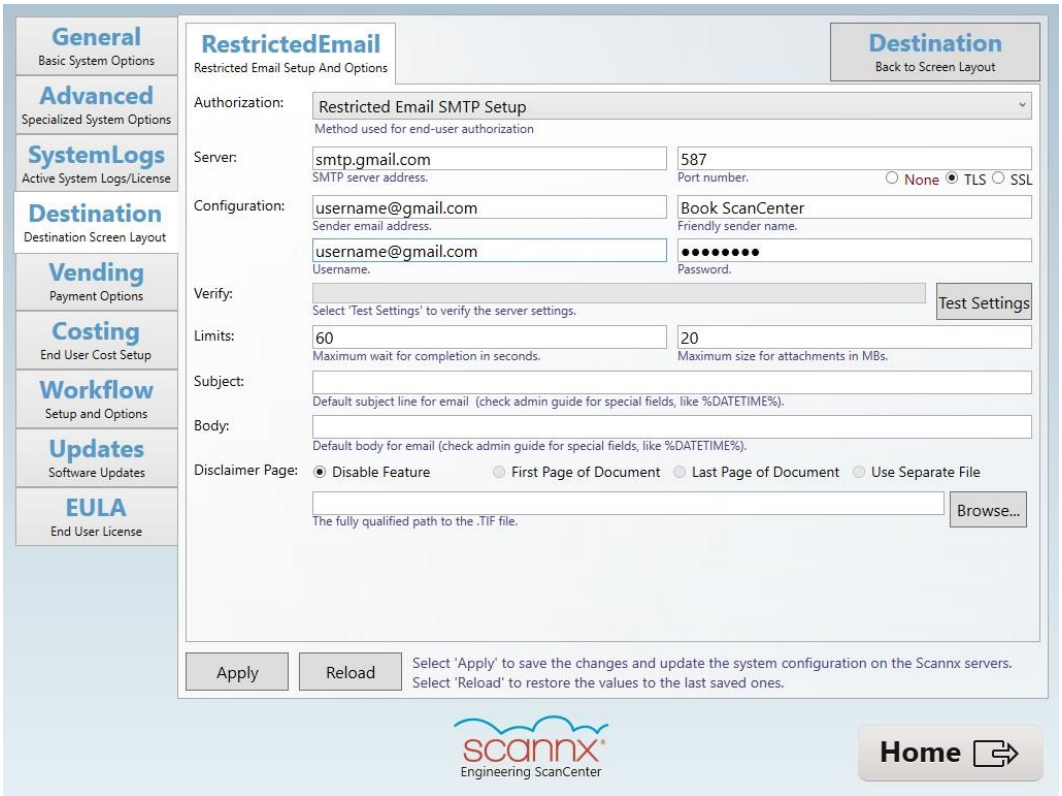


Figure 48 Destination, Restricted Email setup

The purpose of restricted email is to only allow users to send emails to themselves. The users are required to identify themselves by entering their email address & password, and can only send scanned images to that identifying email address.

The Restricted Email connector is for outbound emails and uses the SMTP standard for delivery.

When configuring Restricted Email as a scan destination, consult your standard desktop email client configuration documentation for the **Port** and **Protocol** used.

To configure a restricted email destination

1. First, make sure that the "Restricted Email SMTP Setup" is configured in the Advanced Authentication – SMTP / Restricted SMTP (see page 44 above).
2. From the main Destination screen, press the **Setup** button for the Restricted Email destination. The Restricted Email Setup screen (Figure 48) displays.
3. Specify the SMTP mail server's **Address**, SMTP **Port**, and authentication **Protocol** ("None", "TLS", or "SSL").
4. Specify the **Sender email address** of the account sending the email and enter the **Friendly sender name**.

5. If required by your email server, provide a login **Username** and **Password** for sending an outbound email.
6. Press **Test Settings** to validate your email server entries. If validated, you'll see a "Verification Successful!" message.
7. If desired, configure other email destination options (see below).
8. Press **Apply**. Your restricted email destination is now configured.

Restricted email destination options

Limits

Maximum wait - The maximum time in seconds the Book ScanCenter will spend attempting to deliver an attachment to the mail server. The default value is 60 seconds.

Maximum size – The maximum size in MB for a scan attachment. If a scan batch exceeds the maximum size, the system immediately notifies the user and prevents them from performing additional scans. The default value is 5 MB.

Subject

The **Subject** is the default subject line for the email. (A special field can be used, see

Table 1 on page 63 for possible values.) For delivery purposes, it is recommended to have a default subject so spam filters don't flag the email.

Body

The **Body** is the default content of the email. (A special field can be used, see

Table 1 on page 63 for possible values.) For delivery purposes, it is recommended to have a default body so spam filters don't flag the email.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

Setup – USB

The USB Setup screen (Figure 49) provides options for selecting a method to authenticate a user to use the USB scan destination and add a disclaimer page as part of the delivery.

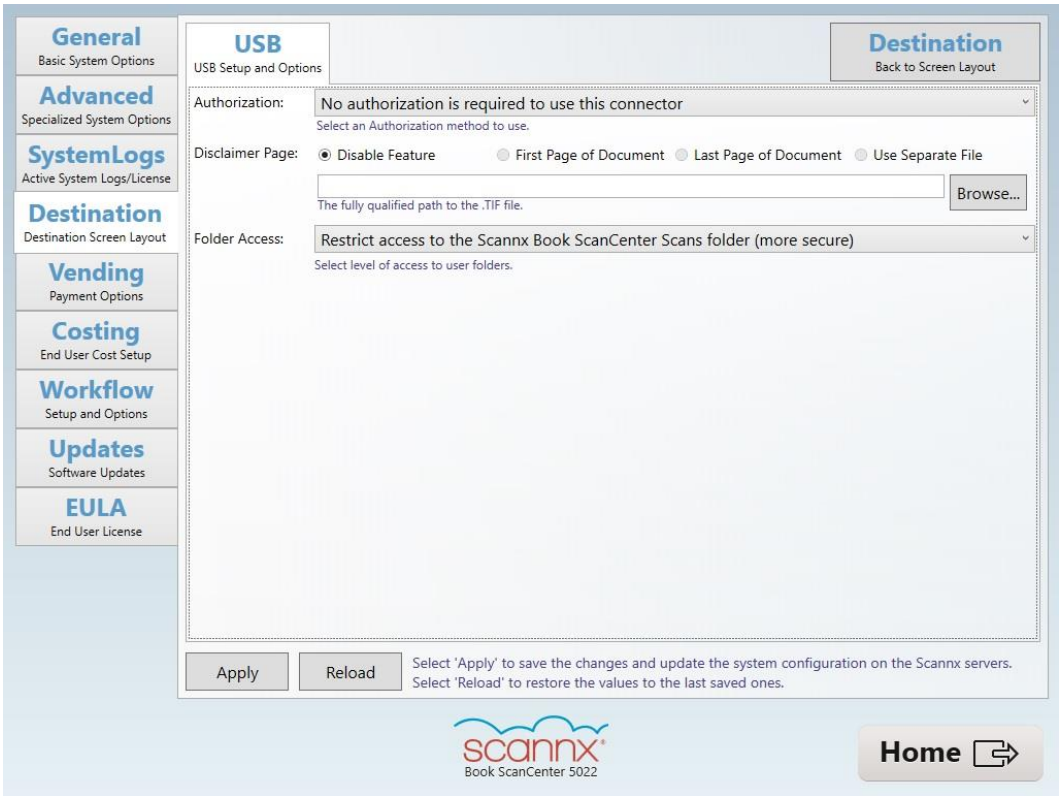


Figure 49 Destination, USB setup

USB destination options

Authorization

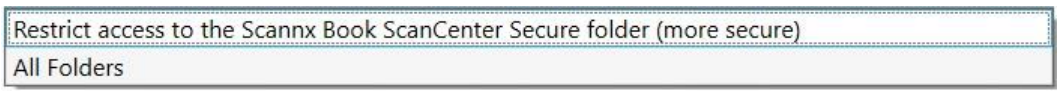
See Authorization Method – Access Control on page 62 for a description of this feature.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

Folder Access

Folder Access allows you to control the user access to folders on the USB. Selecting **All Folders** allows the user to select the folder that the scanned images will be saved to. Selecting the "**Restrict access...**" option automatically creates (if necessary) and selects the secure folder for the user when saving.



Setup – Printer Destination

The Book ScanCenter uses Windows print drivers to scan to printers. In order for a printer to be a scan destination in your environment, its print driver must be installed on the touchscreen computer and the printer options configured for the Printer destination.

To add a printer destination

1. Exit the Book ScanCenter application. (See To access Windows on page 30.)
2. After you have installed the desired printer drivers in Windows, go to the Start menu and restart the Book ScanCenter software.
3. Tap the Scannx logo 4 times quickly, enter the access PIN, and press **Enter Configuration**. Go to the Destination tab.
4. Press the **Setup** button for the printer destination. The Printer Setup screen (Figure 50) displays.

Figure 50 Destination, Printer setup

5. Select the printer to configure from the **Printer** drop-down menu and press **View Settings**.
6. After the printer settings load, press **OK**. Enable the printer options as desired. The printer options are described below.
7. If you want the user to authenticate when scanning to print, be sure to select the appropriate **Authorization** and **Credentials** from the drop-down menus as described below.

8. Press **Apply**. Your printer is now configured.

Printer Destination Options

This is a drop-down list of all the printers with configured drivers in Windows. Select the desired printer from the **Printer** drop-down menu and press the **View Settings** button. When the printer preferences load, press **OK**.

Capabilities

The **Capabilities** selections determine what is displayed on the *Print Settings* destination screen.

Print Modes – "Color only", "Black and White only", or "Color or Black and White"

Print Sides – "Simplex only", "Duplex only", or "Simplex or Duplex"

NOTE: If your printer supports duplexing, but the option is not available, confirm in the Windows printer driver if the option is listed as enabled or installed. This feature is vendor-specific and is sometimes referred to as a "Duplexing Module."

Max Copies – 1 (min) to maximum supported by the printer driver

Resizing – "Actual Size", "Fit to Page", or "Actual Size or Fit to Page"

Paper Size 1 – select this checkbox, then select "NorthAmericanLetter"

NOTE: To change how the paper size is displayed to the user, change the text in the field to the right once it's been selected.

For printers with multiple trays loaded with multiple paper sizes, make sure that the printer itself is configured and aware of the different tray sizes. Do this at the printer panel, but the actual procedure varies by manufacturer. The printer's physical access control panel should allow you to print a status report page listing the printer tray configurations.

Figure 51 shows a printer configuration in progress.

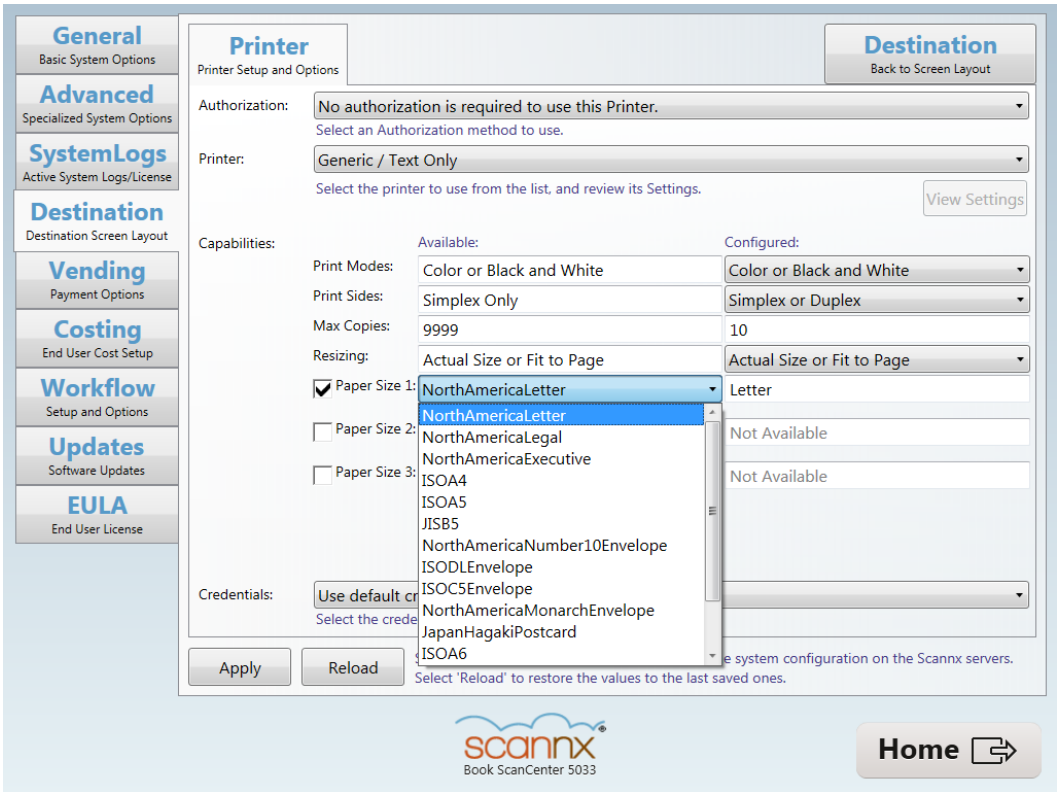
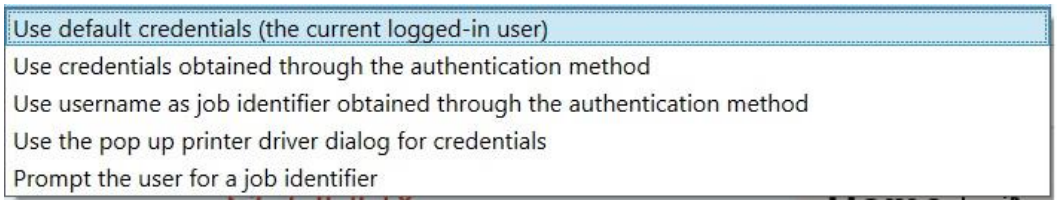


Figure 51 Printer configuration - example

Authorization

The **Authorization** and **Credential** settings are not used in the standard system setup or if the Enhanced Authentication package has not been purchased.

When SMTP or LDAP is chosen as the **Authorization** mode, there are four different **Credential** selections:



Use default credentials (the current logged-in user) - This method will print the job using the credentials of the user currently logged into the system.

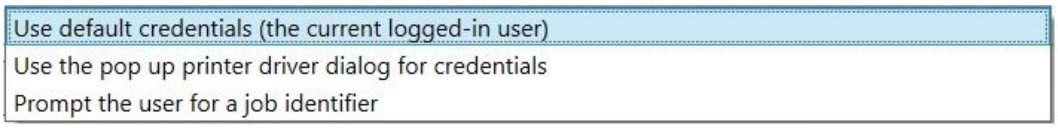
Use credentials obtained through the authentication method - This method will print the job using the credentials of the authenticated user.

Use username as job identifier obtained through the authentication system - This method will print the job using the current user's credentials, renaming the job based on the username.

Use the pop-up printer driver dialog for credentials - This method prompts the user to enter login information for the print job.

Prompt the user for a job identifier - This method will require the user to input a job code prior to printing the job.

When PIN code is chosen as the **Authorization** mode, there are two different **Credential** selections:



Use default credentials (the current logged-in user) - This method will print the job using the credentials of the user currently logged into the system.

Use the pop-up printer driver dialog for credentials - This method prompts the user to enter login information for the print job.

Prompt the user for a job identifier - This method will require the user to input a job code prior to printing the job.

Setup – OAuth2 Destination Pack

The OAuth2 Destination Pack is a software upgrade that provides a more secure method for accessing the cloud-based destinations of Box, Dropbox, Office 365, and OneDrive. The user login method requires the user to grant access one-time to their account by the Book ScanCenter to ensure secure application access. These destinations can be further configured to transfer files to any location in a user's account or only to a secure folder.

To scan to an OAuth2 destination

1. From the Home screen, press the Touch here to begin button.
2. Select the OAuth2 destination (Box, Dropbox, Office 365, or OneDrive) from the list of destinations.
3. When prompted, sign into your account with that service.

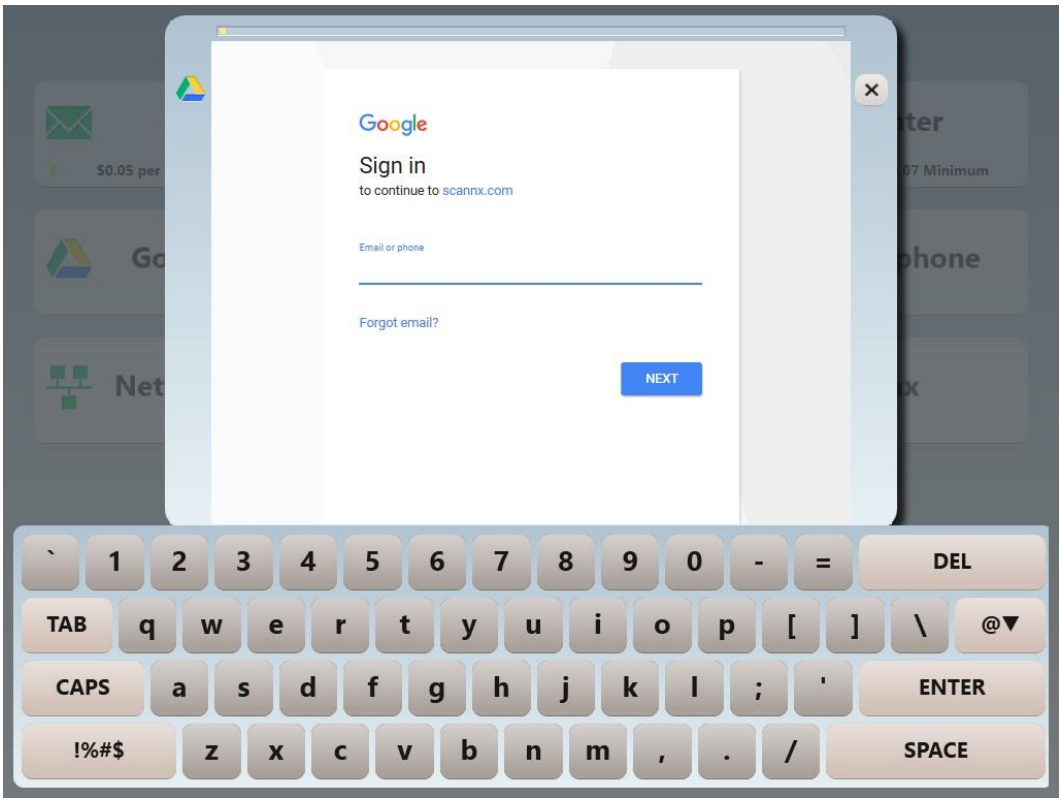


Figure 52 Google Drive sign-In

4. If this is the first time you are accessing your account through the Book ScanCenter, you are prompted to grant access for the Book ScanCenter to view and manage files in your account. Press Allow.

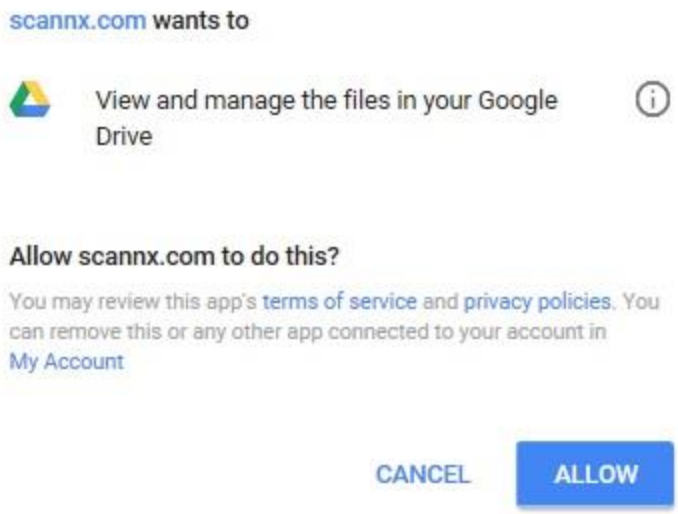


Figure 53 Google Drive account - allow access

5. A welcome screen with your usage and free space quota displays for a brief time followed by the scan settings. Most deliveries will use the default settings, but you can change them as desired. Press **Next** to continue.
6. From the Scan screen, scan all pages/documents.
7. When finished, press **Deliver**. You will be prompted to select a location and enter a filename.

NOTE: If you have configured the scan destination to only scan to the Scannx Book ScanCenter Secure Folder, you will only be prompted to enter a filename.

8. Choose the file location, if available as an option, and enter a filename. Press **Transfer**. The document(s) are saved to your account as a single file under the filename you provided in the location you specified.

Figure 54 Transfer to Google Drive - all folders

If you are scanning to the Scannx Book ScanCenter Secure Folder, enter a filename and press OK.

Figure 55 Transfer to Google Drive – secure folder location

Using Mobile Auth to scan to an OAuth2 destination

If your system is configured to allow Mobile Authentication (see Mobile on page 42), then users will follow these steps to access their on-line account.

1. From the Home screen, press the Touch here to begin button.
2. Select the OAuth2 destination (Box, Dropbox, Google, Office 365, or OneDrive) from the list of destinations.
3. When the sign-in screen appears, a "Touch here to use your mobile device to sign in" message will appear in the upper-right corner of the screen as shown in Figure 56.
4. Tap the message and a QR Code will appear in the upper-left corner of the screen as shown in Figure 57. Use a QR Code reader on your smartphone to scan the code.
   - If this is the first time the user has attempted Mobile Authorization for this destination, then the user will be prompted to enter username/password on their smartphone. If login is successful, a welcome screen with your usage and free space quota displays for a brief time followed by the scan settings screen. Most deliveries will use the default settings, but you can change them as desired. Press Next to continue.
   - If the smartphone has been used for authorization before, then the user will not need to enter username/password. Instead, a welcome screen with your usage and free space quota displays for a brief time automatically, followed by the scan settings. Most deliveries will use the default settings, but you can change them as desired. Press Next to continue.

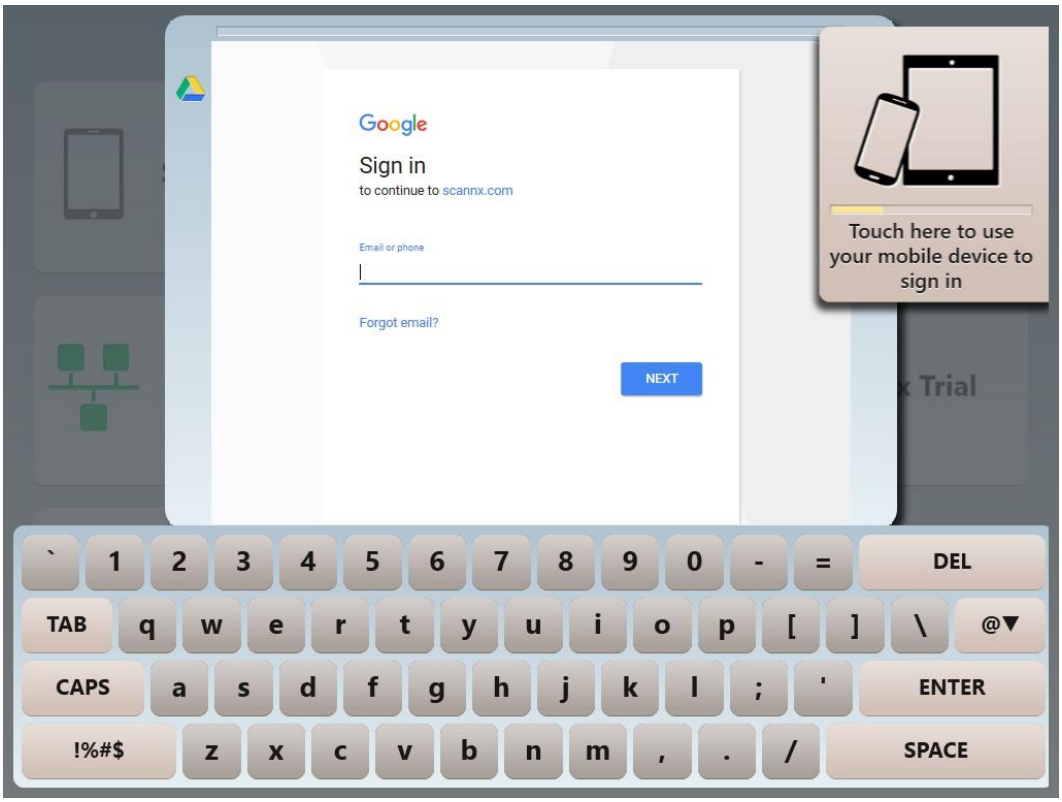


Figure 56 Mobile Auth sign-in prompt

5. From the Scan screen, scan all pages/documents.
6. When finished, press **Deliver**. You will be prompted to select a location and enter a filename.

NOTE: If you have configured the scan destination to only scan to the Scannx Book ScanCenter Secure Folder, you will only be prompted to enter a filename.

7. Choose the file location, if available as an option, and enter a filename. Press **Transfer**. The document(s) are saved to your account as a single file under the filename you provided in the location you specified.

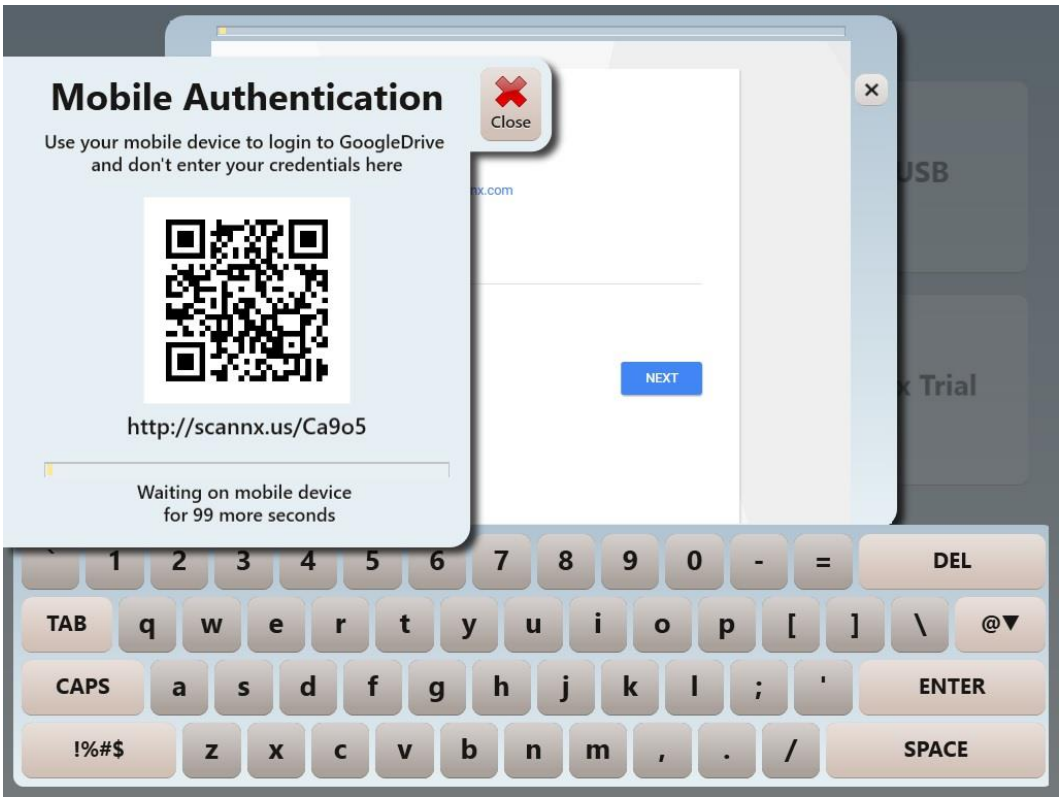


Figure 57 Mobile Auth QR Code

To Configure an OAuth2 Destination

1. On the Destination tab, press **Add New Button**.
2. Find your new destination at the bottom of the list and select "*x*.OAuth2" from the **Type** drop-down menu where "*x*" is Box, Dropbox, OneDrive, or Office 365.

   Note: The OAuth2 destinations of Google Drive, Gmail, and wēpa are part of the Standard Edition package.
3. Enter a **Button Friendly Name** for that destination.
4. Select a valid **Row** and **Column** position for the button.
5. Select "Show" from the **Visible** drop-down menu and press the **Apply** button.
6. Press **Setup** for the OAuth2 Pack destination button. The Setup screen for that destination type displays. Figure 58 shows the Setup screen for GoogleDrive.OAuth2.

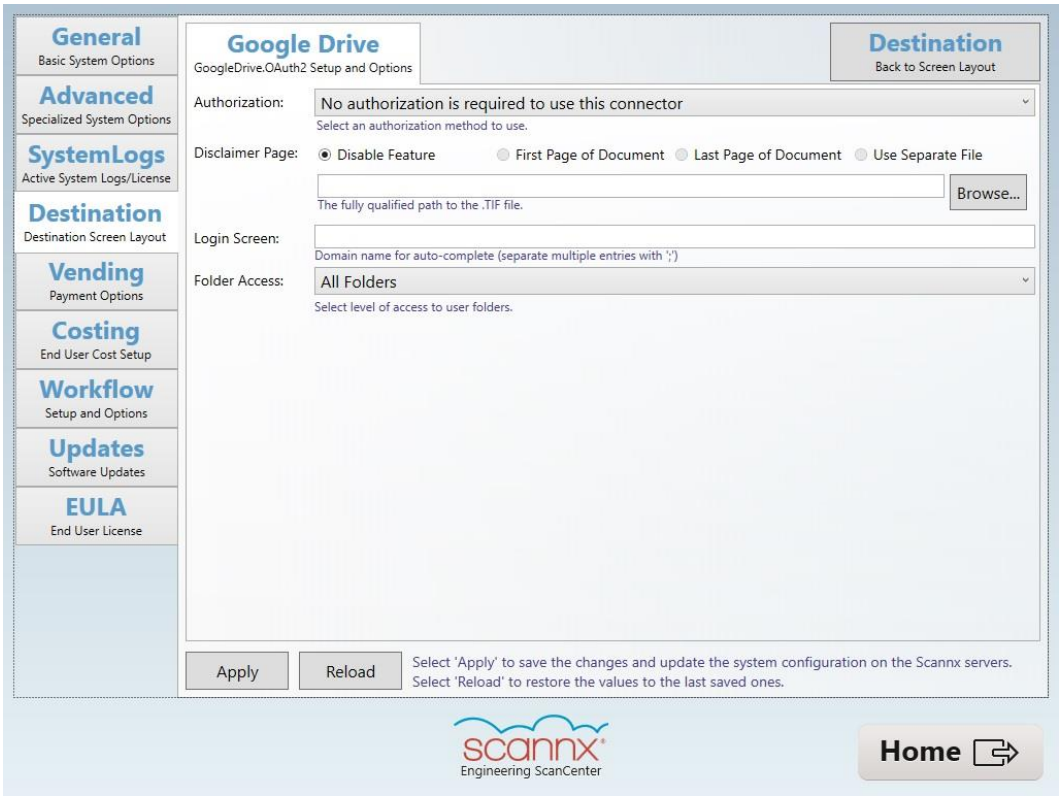


Figure 58 Destination, GoogleDrive.OAuth2 Setup

7. If desired, enter a default domain for the login screen.
8. Specify the level of access for the Book ScanCenter to the user folders in the account.
9. Press the **Apply** button to save the changes.

OAuth2 Destination Options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature. By default, no authorization is required to use this scan destination.

Disclaimer Page

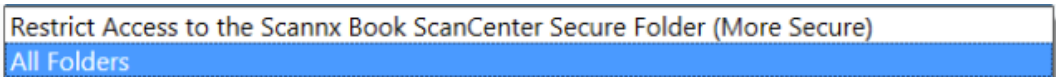
See Disclaimer on page 64 for a description of this feature. By default, no disclaimer is included with the delivery.

Login Screen

Login Screen allows one or more domain names for auto-complete to be made available to the user for selection via a drop-down menu upon sign-in. Separate multiple selections with ';'.

Folder Access

The **Folder Access** selection provides two options:



This selection determines whether the user can specify the location of the scanned document in his/her account or if all scanned documents only go to the Scannx Book ScanCenter Secure folder. The default selection is *All Folders.*

Setup – Dropbox

NOTE: If you have purchased the Scannx OAuth2 Pack, go to Setup – OAuth2 Destination Pack on page 76. The Dropbox Setup screen (Figure 59) provides options for selecting a method to authenticate a user to use the Dropbox scan destination, add a disclaimer page as part of the delivery, if desired. Additionally, you can specify an auto-complete phrase during user login and set control of the folder access when saving the scanned image file.

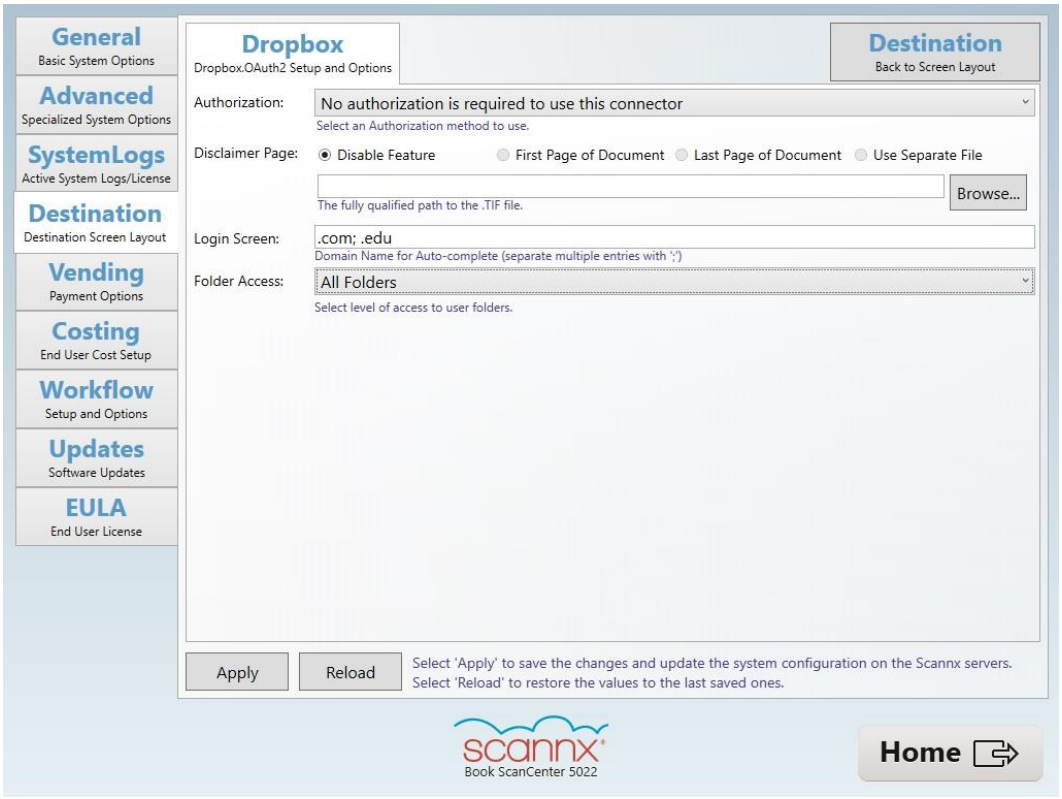


Figure 59 Destination, Dropbox Setup

Dropbox Destination Options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature.

Disclaimer Page

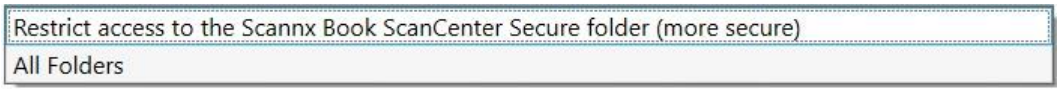
See Disclaimer on page 64 for a description of this feature.

Login Screen

Login Screen is a custom macro key on the login keyboard. This macro key can be any shortcut that is desired. For example, this could be ".com", or "@myschool.edu", or "@ci.cityname.ca.us". In the event that you have multiple subdomains, only enter the common parts of the address, such as .edu.

Folder Access

Folder Access allows you to control the user access to folders in the Dropbox account. Selecting **All Folders** allows the user to select the folder that the scanned images will be saved to. Selecting the "**Restrict access…**" option automatically creates (if necessary) and selects the secure folder for the user when saving.



Setup – Device (Smartphone or Tablet)

The Device (Smartphone or Tablet) Setup screen (Figure 60) provides options for selecting a method to authenticate a user to use the Device scan destination and the option to add a disclaimer page as part of the delivery. A user notification that a QR Reader app is required to obtain a scan can also be configured and activated.

An upgrade allows SMS notifications to be sent to users with a link to the image instead of needing to read the QR Code.

With a thermal printer installed (optionally) and configured, the QR code can be printed so the user can take the code and use it at a later time (up to 24 hours from time of original scan).

Figure 60 Destination, Smartphone Setup

Device (Smartphone) destination options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

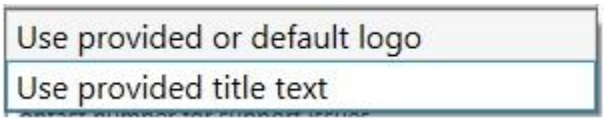
Usage Notice

In order to deliver to a smartphone or tablet, the user must install a QR Code Reader app on the device. Select the checkbox to display the informational message to the user. The text field has a default message which you can modify if your system also has the ability to print the QR Code for take-away or send a link to the image with an SMS message.

Receipts

If a thermal receipt printer is attached to the ScanCenter, a hard-copy of the QR Code can be printed for the user to take away by checking the **Enable Thermal Receipt Printer** box.

Type of title block on receipts – select from one of the following two options:



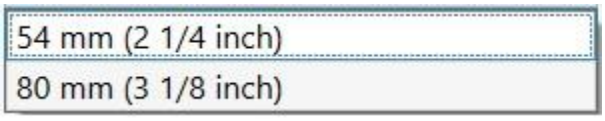
If "Use provided or default logo" is selected, then the default scannx logo will be used unless the path to a custom logo is defined in the **Path to logo, leave blank for default** field.

If "Use provided title text" is selected, then the text entered in the **Title of receipt (15 chars max)** field will be the title on the receipt.

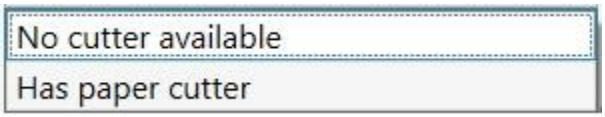
City, state and ZIP Code of location – enter the location details to print on the receipt.

Contact number for support issues - enter the phone number (or website) for support that will print on the receipt

Width of receipt paper – select from the following two options:



Select printer capabilities – one of the two following options:



Setup – Network destination

The Book ScanCenter can write scanned files directly to network folders and local folders.

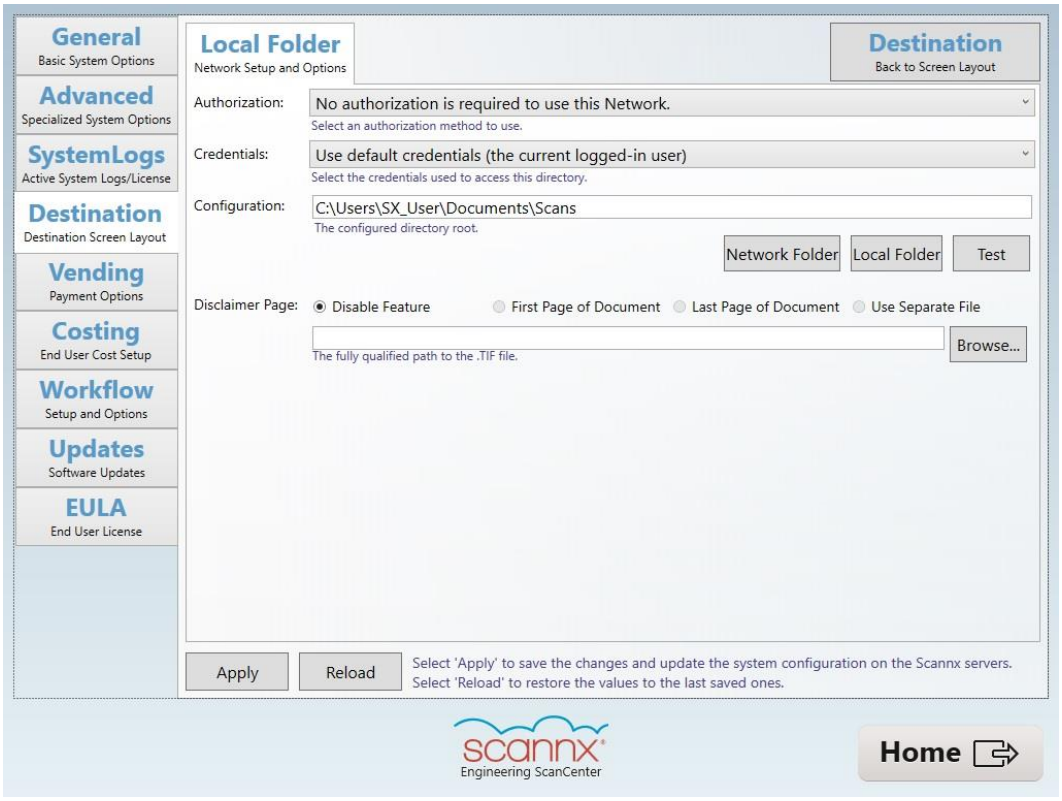


Figure 61 Destination, Network Setup

To configure a Network destination

1. From the main Destination screen, press the **Setup** button for the Network destination. The Network Setup screen (Figure 61) displays.
2. If you want the user to authenticate when scanning to a network folder, be sure to select the appropriate **authorization** and **credentials** from the drop-down menus as described below.
3. To set the **configuration**, use the **Network Folder** or **Local Folder** button to select the root directory for the scan file destination.
4. Press **Test** to validate the settings. A screen with a "Verification SUCCESSFUL!" message will appear if you have selected a valid folder.
5. If desired, add a **Disclaimer Page** to the scan.
6. Press **Apply**. Your network destination is now configured.

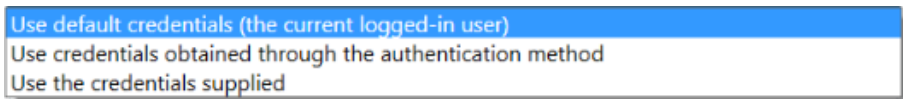
Network destination options

Authorization

The **Authorization** setting is not used in the standard system setup or if the Enhanced Authentication package has not been purchased.

By default, the Network destination has the option to use the current user's credentials "Use default credentials (the current logged-in user)". This will only allow you to browse the Documents folder of the user currently logged into the system, and browse the network with their credentials. These are also the credentials used when the Pin mode is chosen as the **authorization** mode.

When SMTP is chosen as the **authorization** mode, there are three different **credential** selections:



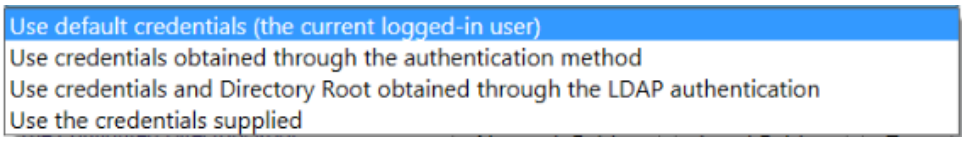
Use default credentials (the current logged-in user) -

Use credentials obtained through the authentication method - The **configuration** can be set to a fixed local (c:\foldername) or network path (\\servername\sharename). NOTE: Validate access to this folder by logging in after setup and pressing the Test button.

Use credentials supplied - The **configuration** can be set to a fixed local (c:\foldername) or network path (\\servername\sharename). If the credentials are left blank, it will use the current user's credentials to access that folder.

Important: The Book ScanCenter does not validate if other authenticated users have read/write access to the configured folder.

When LDAP is chosen as the **authorization** mode, there are four different **credential** selections. The first three selections are the same as described for SMTP. The fourth selection is LDAP-specific:



Use credentials and Directory Root obtained through the LDAP authentication - Press the **Login** button and enter a username and password to authenticate to the LDAP server. It will then poll all the available attributes and provide a list in the drop-down menu.

NOTE: If no attributes display, check the BaseDN value in the Advanced Authentication – LDAP section on page 49 above.

Select the attribute in which your schema stores the home directory information. It should insert that attribute into the **configuration** field.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

Setup - ILLiad and Odyssey

ILLiad is a software upgrade from Scannx and an upgrade from the base Odyssey service.

About ILLiad and Odyssey

ILLiad and Odyssey are ILL services that are managed by Atlas Systems, Inc. In some cases, support will be contracted through OCLC.

When a participating library receives a request through ILLiad or Odyssey, it will generate a pick sheet that has a description of everything that needs to be delivered to the requestor. Additionally, it will have several barcodes on it that have the unique identifiers for the transaction.

To use ILLiad and Odyssey:

1. Press the **Touch here to begin** button.
2. Select **ILLiad** or **Odyssey** from the list of destinations.
3. When prompted, scan the pick sheet or manually enter the TN. If the TN is manually entered, the user will need to press **OK** to continue.
4. You will then be asked for the scan settings. Most deliveries will use the default settings. Press **Next** to continue.
5. From the Scan screen, scan all pages using the scanner's book-edge to reduce gutter shadow and stress on the book spine.
6. When finished, press **Deliver**. The rest of the delivery is automated.

Note: Before configuring the ILLiad or Odyssey destinations, make sure that the Odyssey helper is loaded and running on your server.

ILLiad and Odyssey – basic configuration with network delivery

NOTE: ILLiad and Odyssey can also be configured with FTP delivery. See ILLiad and Odyssey – basic configuration with FTP delivery on page 92.

In order for the Scannx software to deliver to the Odyssey helper, the Book ScanCenter must be able to access a shared network folder. In some cases, the Scannx system will need to be joined to the same domain as the Odyssey helper – consult your IT personnel for assistance with network access to this folder, if necessary.

Once you have ensured that this network folder is accessible:

1. Start at the Home screen.
2. Tap the Scannx logo 4 times quickly, enter the access PIN, and press **Enter Configuration**.
3. Select the Destination tab.
4. Press **Add New Button** twice.

5. For the first button, select “Network” as the **Type**, name it **Odyssey Folder**, give it a **row** and **column** position, and set the **Visible** drop-down menu selection to “Hide”.
6. For the second button, select “ILLiad” or “Odyssey” as the **type**, name it appropriately, give it a **row** and **column** position, and set the **visible** drop-down menu selection to “Show”.
7. Press the **Apply** button.
8. Go to the Odyssey Folder network destination and press the **Setup** button.
9. Press the **Network Folder** button and browse to the shared folder used by the Odyssey helper. Select the folder and press **OK**. (Figure 62)
10. Press the **Apply** button to save changes.

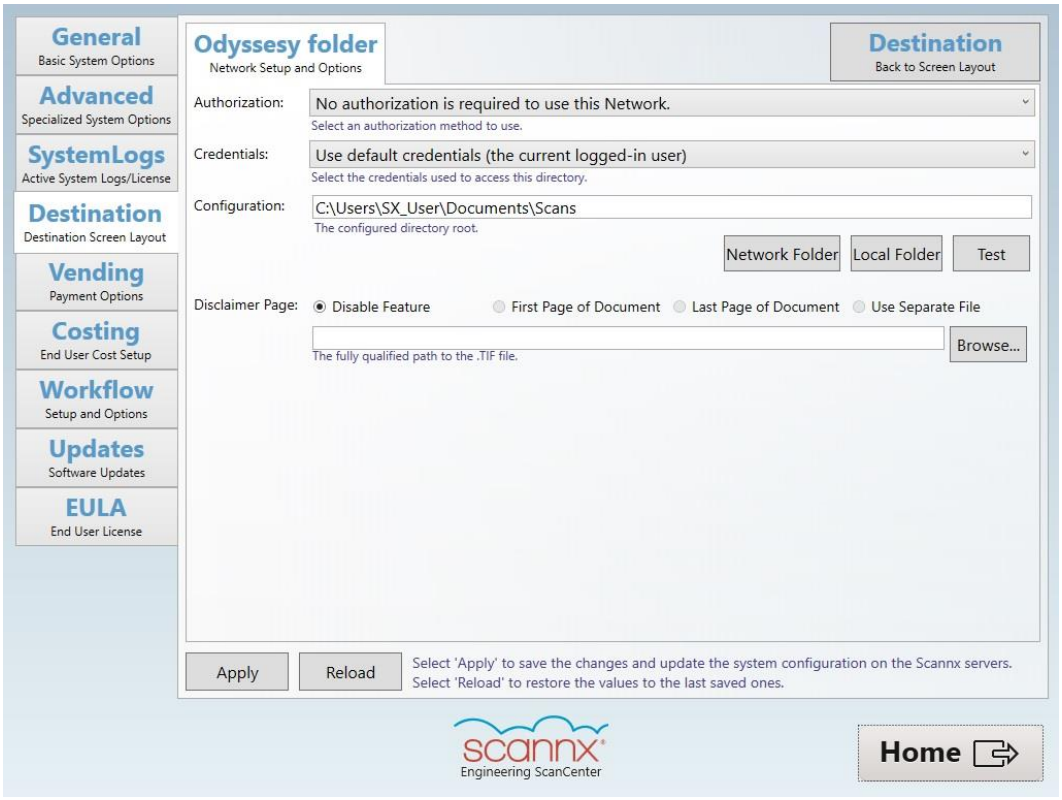
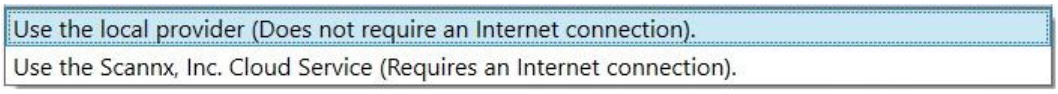


Figure 62 Target network folder configuration

11. Go to the ILLiad or Odyssey destination and press its **Setup** button. (Figure 63).
12. Select “via Network” from the **Delivery** drop-down menu.
13. From the **Network** drop-down menu, select the “Odyssey Folder” destination you configured previously.
14. Enter the orientation (vertical/horizontal), location, and possible digits of the TN barcode on the pick sheet.
15. Select the barcode detection provider from the drop-down menu options shown below. The “local provider” (using the Abbyy OCR engine installed on the unit) is faster, but may have trouble reading some barcodes. The “Scannx, Inc. Cloud Service” option (using the Cloud-based OCR engine) requires an internet connection and is more accurate in interpreting barcodes.



16. If desired, add a **Disclaimer** page to the delivery.
17. Press the **Apply** button to save changes.

The connector is now configured and ready.

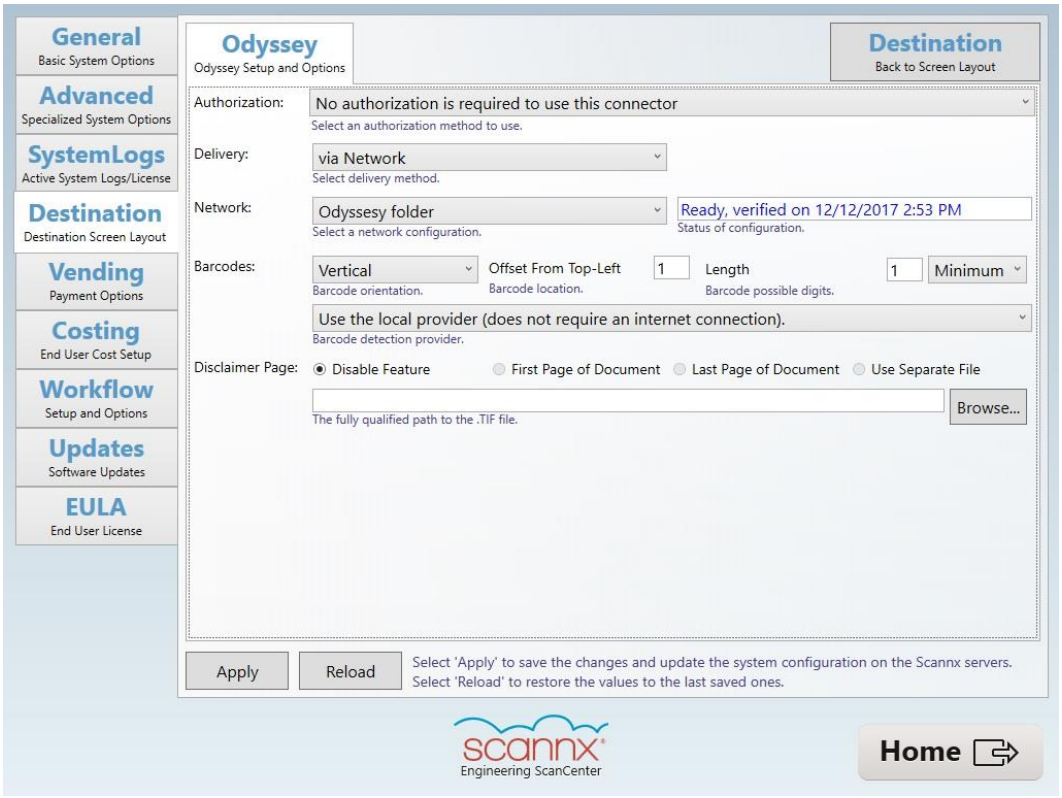


Figure 63 Destination, Odyssey Setup – Network delivery

ILLiad and Odyssey – basic configuration with FTP delivery

NOTE: ILLiad and Odyssey can also be configured with Network delivery. See ILLiad and Odyssey – basic configuration with network delivery on page 90.

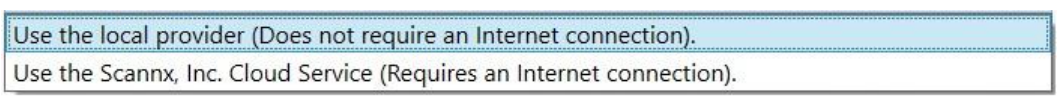
To configure FTP delivery:

1. Start at the Home screen.
2. Tap the Scannx logo 4 times quickly, enter the access PIN, and press **Enter Configuration**.
3. Select the Destination tab.
4. On the Destination tab, press **Add New Button**.
5. Find your new destination at the bottom of the list and select "ILLiad" or "Odyssey" from the **Type** drop-down menu. (This configuration example will use Odyssey.)

6. Select a valid **row** and **column** position for the button.
7. Select "Show" from the **Visible** drop-down menu and press the **Apply** button.
8. Press **Setup** for the destination button. The Odyssey Setup screen (Figure 64) displays.

Figure 64 Destination, Odyssey Setup - FTP Delivery

9. Select "via FTP Server" as your **delivery** method.
10. Enter the Address of the Odyssey **FTP Server**.
11. Enter your **credentials** information for the Odyssey FTP server (**username** and **password**).
12. Specify the **Root Folder** for delivery. For example: "\".
13. Once you've entered this information, press the **Test Settings** button to validate the settings.
14. Select the barcode detection provider from the drop-down menu options shown below. The "local provider" (using the Abbyy OCR engine installed on the unit) is faster, but may have trouble reading some barcodes. The "Scannx, Inc. Cloud Service" option (using the Cloud-based OCR engine) requires an internet connection and is more accurate in interpreting barcodes.



15. If desired, add a **Disclaimer** page to the delivery.
16. Press the **Apply** button to save the changes.

Configuring ILLiad and Odyssey – Barcodes

The barcode with the TN may be in an unexpected location on the pick slip. In order to handle this, you may customize the orientation and order.

Barcode

Only barcodes that are in the specified orientation, horizontal or vertical will be evaluated.

Offset from Top-Left

This indicates which barcode will be processed as they're counted in order away from the top-left corner.

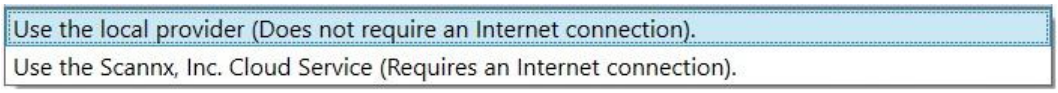
Length

This may be configured to use only barcodes that meet the minimum, maximum, or fixed number of digits.

Note: If your barcodes aren't reading, it's possible that they're too small or too finely printed. If you have problems with the TN as configured not being consistently captured, increase the font size.

Barcode detection provider

Select the barcode detection provider from the drop-down menu options shown below. The "local provider" (using the Abbyy OCR engine installed on the unit) is faster, but may have trouble reading some barcodes. The "Scannx, Inc. Cloud Service" option (using the Cloud-based OCR engine) requires an internet connection and is more accurate in interpreting barcodes.



Setup - Article Exchange

Article Exchange is an ILL service offered by OCLC. The Article Exchange connector is a software upgrade from Scannx.

For the end-user to use Article Exchange:

1. From the Home screen, press the **Touch here to begin** button.
2. Select **Article Exchange** from the list of destinations.
3. You will then be asked for the scan settings. Most deliveries will use the default settings. Press **Next** to continue.
4. From the Scan screen, scan all pages, using the scanner's book-edge to reduce gutter shadow and stress on the book spine.
5. When finished, press **Deliver** and enter the email address of the requestor. The email will be automatically delivered.

When delivering via Article Exchange, be aware of the following special behaviors:

- The Article Exchange server has a 60MB limit per upload.
- The delivered document is only available for access for 30 days or 5 views, whichever comes first.
- When the document is delivered, the email will contain a small URL and password that must be entered to open the document.
- After the document is delivered, the request updates to indicate that the request was fulfilled.

To configure an Article Exchange destination

NOTE: Article Exchange delivery requires an existing email destination.

When configuring the system for Article Exchange, you have the option of using the same mail server and account as the current email connector, or you may add and configure a second email destination on the Destination tab and set the visibility to "Hidden". For more information regarding configuring email, see Setup – Email Destination on page 65.

1. From the main Destination screen, press **Add New Button**.
2. Find your new destination at the bottom of the list and select "Article Exchange" from the **Type** drop-down menu.
3. Select a valid **row** and **column** position for the button.
4. Select "Show" from the **Visible** drop-down menu and press the **Apply** button.
5. Press **Setup** for the Article Exchange destination button. The Article Exchange Setup screen (Figure 65) displays.

Figure 65 Destination, Article Exchange Setup

6. Enter the **Credentials** information for your OCLC Article Exchange account (your Article Exchange **Username** and **Password**).
7. Once you've entered this information, press the **Test Settings** button to validate the settings. Select the **Email** destination you'll be using from the drop-down menu.
8. Enter your defaults for the **Domain** hotkeys, **Subject**, and **Body** of the email.
9. If desired, choose a network destination from the **Local Copy** drop-down to save a copy of your scanned file.
10. Press the **Apply** button to save the changes.

Article Exchange destination options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature.

Credentials

The **credentials** are your OCLC Article Exchange account **username** and **password**.

Email Server

The **email server** selection specifies the email destination to use for Article Exchange delivery. Select the email destination from the drop-down menu. All configured email

destinations will list. The **Status** field displays the status of the selected email destination.

Domain

Domain is a custom configuration setting to create a ".com"-like macro keys on the Article Exchange delivery screen. For example, this could be configured with "@myschool.edu" or "@ci.cityname.ca.us". In the event that you have multiple subdomains, only enter the common parts of the address, such as ".edu". If these fields are left blank, then no macro key will appear on the Article Exchange delivery screen.

Subject

The **Subject** is the default subject line for the email. (A special field can be used in, either location. See

Table 1 on page 63 for a list of values.) For delivery purposes it is recommended to have a default subject so that spam filters don't flag the email.

Body

The **Body is** the default content of the email. (A special field can be used in either location. See

Table 1 on page 63 for a list of values.) For delivery purposes, it is recommended to have a default body so that spam filters don't flag the email

Local Copy

The **Local Copy** selection is optional and allows you to save a copy of your scanned document to a local folder or network share. Select the location for this copy from drop-down menu. All configured Network connectors will be listed. (You may add and configure a network destination for this purpose on the Destination tab and set the visibility to "Hidden". For information on configuring network connectors, see Setup – Network destination on page 87).

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

Note: Please check the Windows settings for time/date and time zone on your PC. Article Exchange will not function correctly if the time/date are not accurate for your location.

Setup – OCLCShare (for Tipasa & WorldShare ILL)

Tipasa (the first cloud-based interlibrary loan management system) and WorldShare ILL (integrated discovery and delivery of electronic, digital and print materials) are two new services offered by OCLC. The OCLC Share connector is a software upgrade from Scannx.

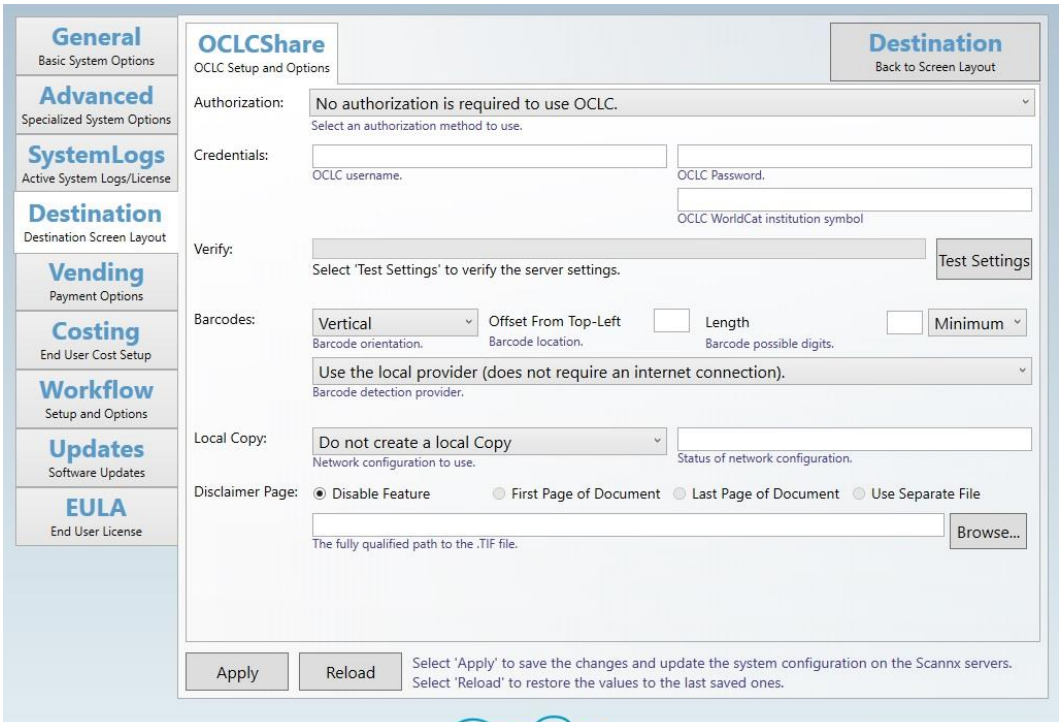


Figure 66 OCLC Share destination

For the end-user to use OCLC Share for Tipasa and WorldShare ILL:

1. From the Home screen, press the **Touch here to begin** button.
2. Select “Tipasa” or “WorldShare ILL” from the list of destinations.
3. Enter or scan the OCLC request number when prompted.
4. You will then be asked for the scan settings. Most deliveries will use the default settings. Press **Next** to continue.
5. From the Scan screen, scan all pages, using the scanner’s book-edge to reduce gutter shadow and stress on the book spine.
6. When finished, press **Deliver** and enter the email address of the requestor. The email will be automatically delivered.

To configure an OCLC Share destination

1. From the main Destination screen, press **Add New Button**.
2. Find your new destination at the bottom of the list and select “OCLC Share” from the **Type** drop-down menu.

3. Select a valid **row** and **column** position for the button.
4. Select "Show" from the **Visible** drop-down menu and press the **Apply** button.
5. Press **Setup** for the OCLC Share destination button. The setup screen (Figure 66 above) displays.

OCLC Share destination options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature.

Credentials

The **credentials** are your OCLC account **username** and **password**. Additionally, the **OCLC WorldCat institution symbol** field should be populated with the appropriate code.

Verify

Once you have entered credentials press the **Test Settings** button to verify the settings are correct.

Barcode

Only barcodes that are in the specified orientation, horizontal or vertical will be evaluated.

Offset from Top-Left

This indicates which barcode will be processed as they're counted in order away from the top-left corner.

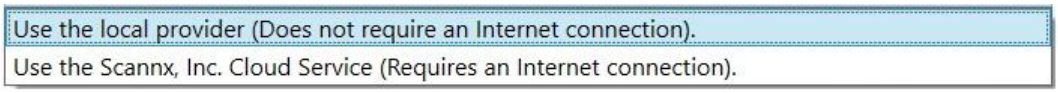
Length

This may be configured to use only barcodes that meet the minimum, maximum, or fixed number of digits.

Note: If your barcodes aren't reading, it's possible that they're too small or too finely printed. If you have problems with the TN as configured not being consistently captured, increase the font size.

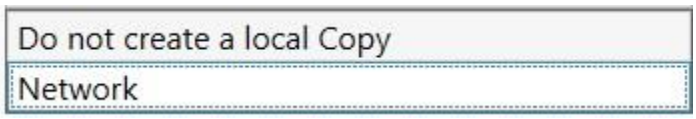
Barcode detection provider

Select the barcode detection provider from the drop-down menu options shown below. The "local provider" (using the Abbyy OCR engine installed on the unit) is faster, but may have trouble reading some barcodes. The "Scannx, Inc. Cloud Service" option (using the Cloud-based OCR engine) requires an internet connection and is more accurate in interpreting barcodes.



Local copy

You have the option to save a local copy of your scanned images or not.



When selecting the “Network” option you should use a “hidden” destination (see page 61 above) to define the folder where you want to store the images.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

Note: Please check the Windows settings for time/date and time zone on your PC. OCLC Share may not function correctly if the time/date are not accurate for your location.

Setup – FTP

The FTP Setup screen (Figure 67) provides options for selecting a method to authenticate a user to use the FTP scan destination and add a disclaimer page as part of the delivery, if desired.

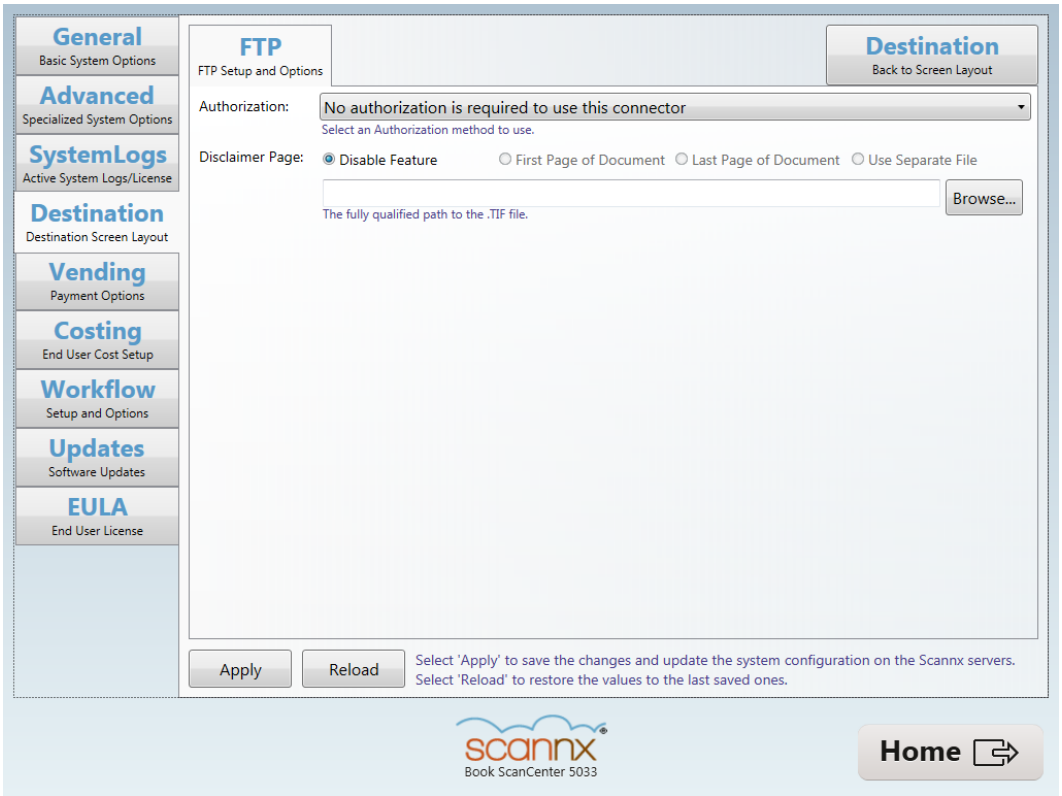


Figure 67 Destination, FTP Setup

FTP destination options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

Note: The FTP site credentials (username, password, and server) will be entered by the user when this destination is selected for scanned images.

Setup – Fax Destination

The Book ScanCenter includes a 5-fax trial upon initial purchase, with the ability to add more if desired.

Figure 68 Destination, Fax Setup

The Fax connector has a built-in cover sheet that is automatically placed on all scans. You can specify the information included on this cover sheet, control the fax environment, and specify whether or not a receipt is printed or made available to the user.

Use of this scan destination may require the optional configuration of printer drivers and/or an email destination for printing or emailing a fax confirmation receipt, respectively.

To configure a fax destination

1. From the main Destination screen, press the **Setup** button for the Fax destination. The Fax Setup screen (Figure 68) displays.
2. Configure your desired fax destination options.
3. If you want the user to authenticate when scanning to fax, be sure to select the appropriate **authorization** from the drop-down menu as described below.
4. Press **Apply**. Your fax destination is now configured.

Fax Destination Options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature.

FAX CSID

The **CSID/TSID** is the Transmitting Station identifier, similar to Caller ID. You may enter text or a phone number. If the field is left blank, the information defaults to "SCANNX FAX SERVICE".

Subject

The **Subject** is the default subject message displayed on the cover sheet. A special field can be used, see

Table 1 on page 63 for a list of possible values.

Limits

Maximum number of pages - Sets the maximum number of pages that a user can fax in a single batch, not counting the cover page.

Timeout in seconds - Sets the amount of time in seconds the fax service will wait before prompting the user.

IMPORTANT: Fax delivery speed can be slow – approximately 2 minutes for the first page in most cases. If the system is set up to charge for faxes and you want to be able to give refunds for unsuccessful deliveries, set this time to 1320 seconds (22 minutes). This is the maximum timeout value.

If the system is not charging for fax deliveries, or refunds will be handled by a local staff person, you can reduce this value to 60 seconds to increase availability. Once a fax is in the queue, delivery will be attempted at least 5 times within the next 20 minutes.

Receipt

The **Receipt** drop-down menu allows you to select a printer from a list of printers configured in Windows for printing fax confirmation receipts.

If you have not yet added any printer drivers to the touchscreen computer, exit the Book ScanCenter application. See To access Windows on page 30.

After you have installed the desired printer drivers in Windows, go to the Start menu and restart the Book ScanCenter software.

Paper Size

If you configured a printer for receipts, select the **paper size** from the drop-down menu. If receipt printer is not configured, this option is not available.

Confirmation

An email can be sent upon confirmation of fax delivery. Enter a valid email address to enable the option to **Always send a fax confirmation to the above email address** and enable this option on the Fax delivery screen. You must check to the **Always send a fax confirmation to the above email address** option to activate it.

NOTE: An email destination must be configured as described in Setup – Email Destination on page 65 in order for email notification to occur. This email destination can be one that is already configured for general use or a second destination that is "hidden".

Click the **Make end user email confirmation prompt optional** checkbox to remove the requirement on the Fax delivery screen that the user must enter a valid email address to receive confirmation of the fax delivery.

Click the **Show predelivery fax confirmation screen** option to display the fax number and confirmation email to the user before sending the fax.

International

By default, the **International** countries selected are the US and Canada. For additional countries, please contact your reseller.

If no regions are selected, the Fax delivery screen delivery phone number field will be displayed without any flags indicating the receiving country.

When a country is selected, the user is restricted to using it on the Fax delivery screen. To change the selected country, the user can click on the flag to access selections in a drop-down menu.

The option **Automatically launch the country selection dialog when advancing to Fax Delivery screen** prompts the user immediately for the country when advancing to the Fax delivery screen.

Setup – FamilySearch

The FamilySearch Setup screen (Figure 69) provides options for selecting a method to authenticate a user to use the FamilySearch scan destination and add an optional disclaimer page as part of the delivery.

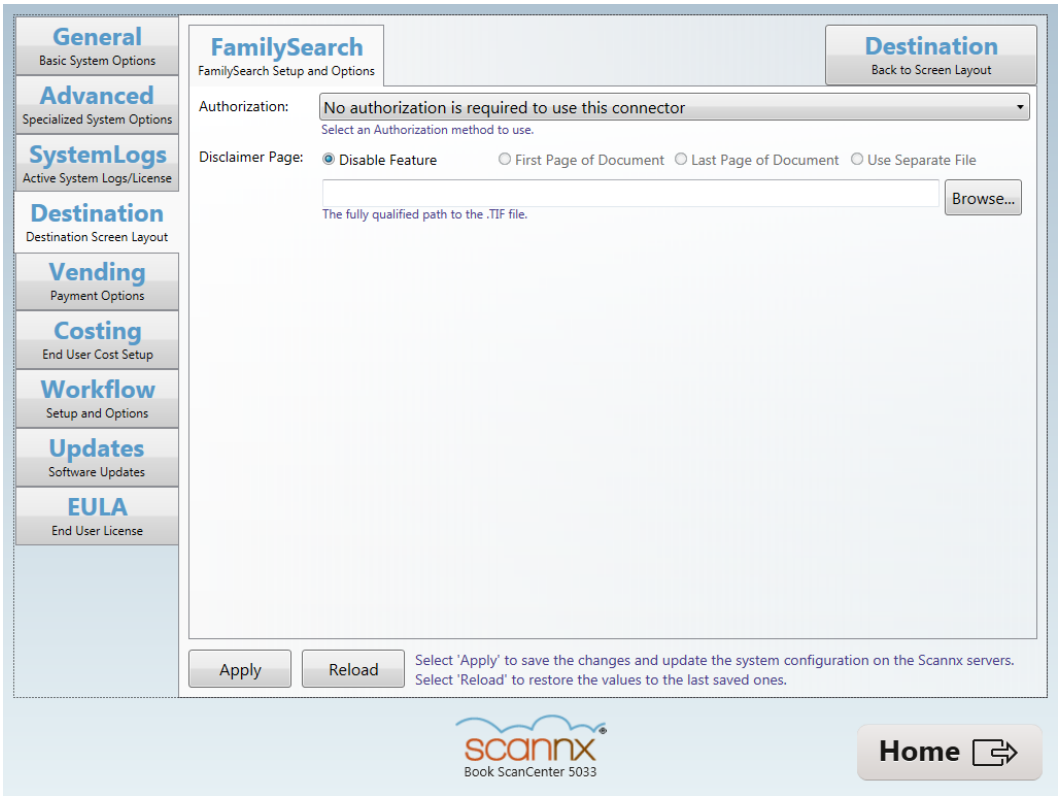


Figure 69 Destination, FamilySearch Setup

FamilySearch destination options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

Setup – wēpa Print Station destination

The wēpa Print Station Destination package is an add-on package that allows a wēpa Print Station server to operate as a scan-to destination upon successful user login to their personal wēpa account.

This package allows you to configure the wēpa Print Station as a scan-to destination and allows the user to select an available Print Station within 5 miles of the address specified in GeoLocate. (See GeoLocate on page 35 for information on setting the Book ScanCenter address.) If desired, you may also allow guest users with a wēpa account at another school to use your print stations.

To scan to a wēpa Print Station

1. From the Home screen, press the Touch here to begin button.
2. Select the "Print Station" from the list of destinations. The wēpa Selection Screen (Figure 70) displays.

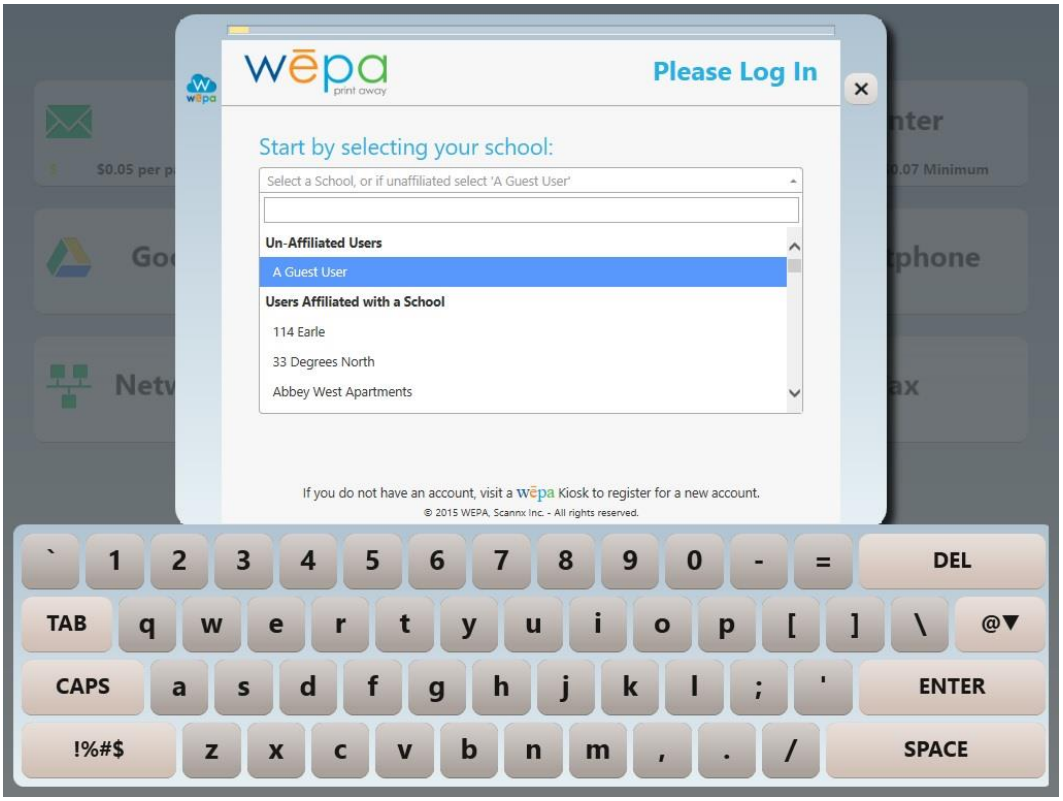


Figure 70 wēpa selection screen with guest access allowed

a. If guest access is allowed, and you are not a registered wēpa user at that school, select A Guest User from the school drop-down list.

b. If you are a registered wēpa user and have a location choice, select your school from the drop-down menu.

3. When prompted, sign into your wēpa account. Figure 71 shows the default wēpa Print Station log-in screen. Alternatively, your school's account login screen may display for sign in.

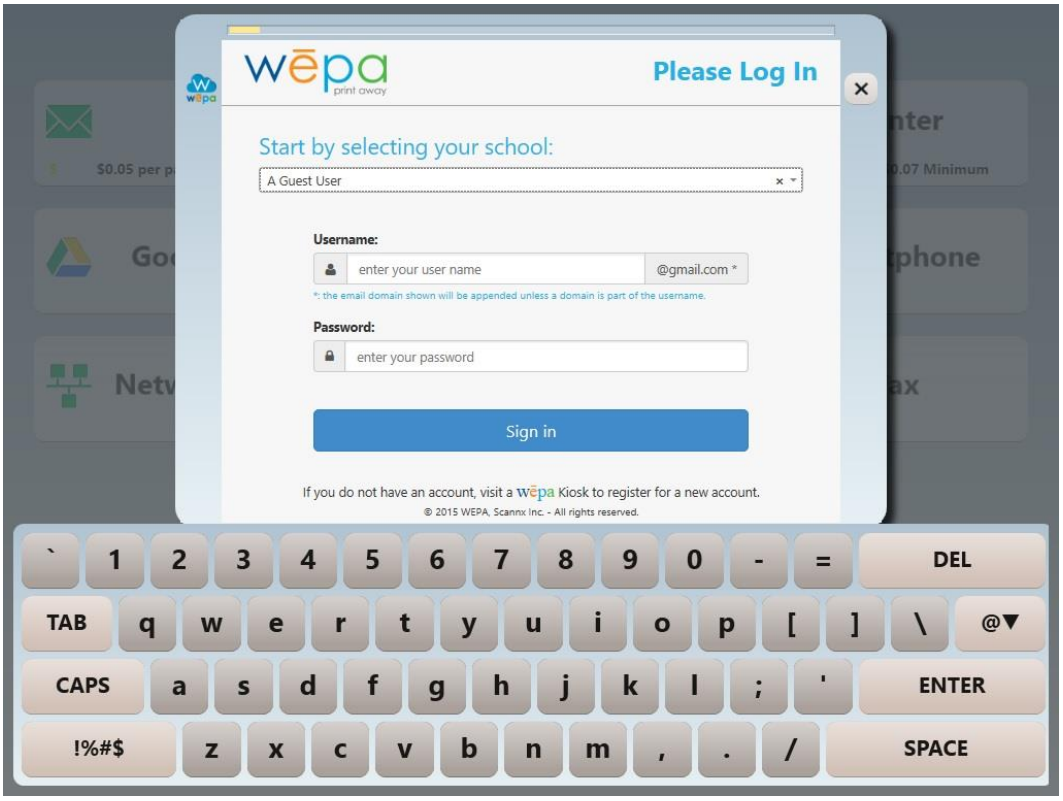


Figure 71 wēpa Print Station sign-In

4. After successful login, a Welcome message will display briefly, and then the wēpa Print Settings screen (Figure 72) displays. Select the settings for the scan and press **Next**.

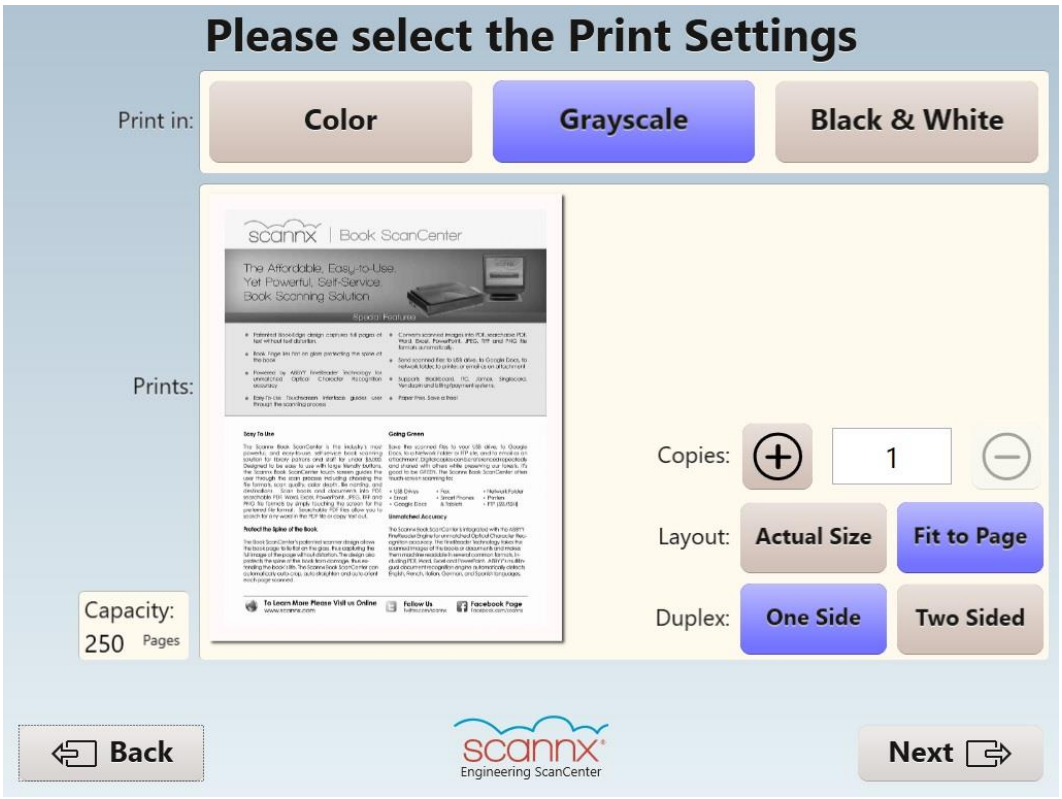


Figure 72 wēpa Print Settings screen

5. Choose the scanner to use and press **Next.**
6. From the Scan screen, scan all pages/documents and press **Deliver**.
7. Enter a filename for the scanned document (Figure 73) and press **OK**.

Figure 73 Enter filename

8. The file begins transferring to the wēpa Print Station (Figure 74).

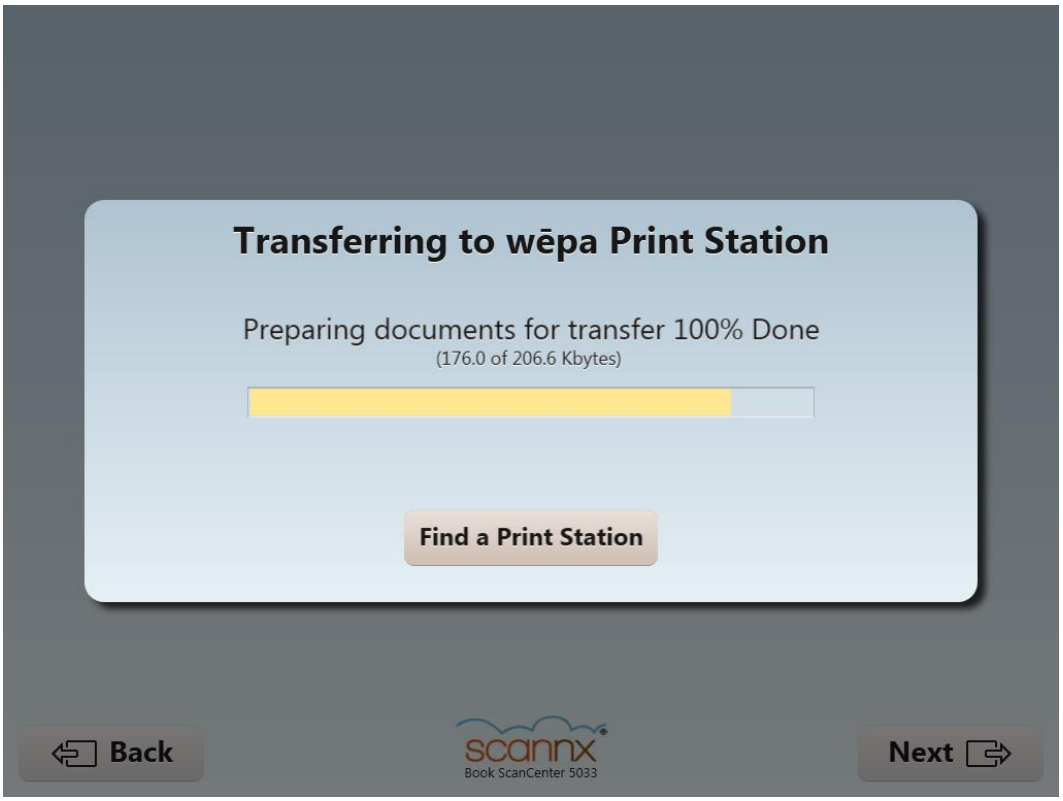


Figure 74 Document transfer to wēpa Print Station

9. Press **Find a Print Station**. You can do this while the file is transferring or when the transfer completes. A map will show Print Stations within 5 miles of the location specified for GeoLocate (Figure 75).

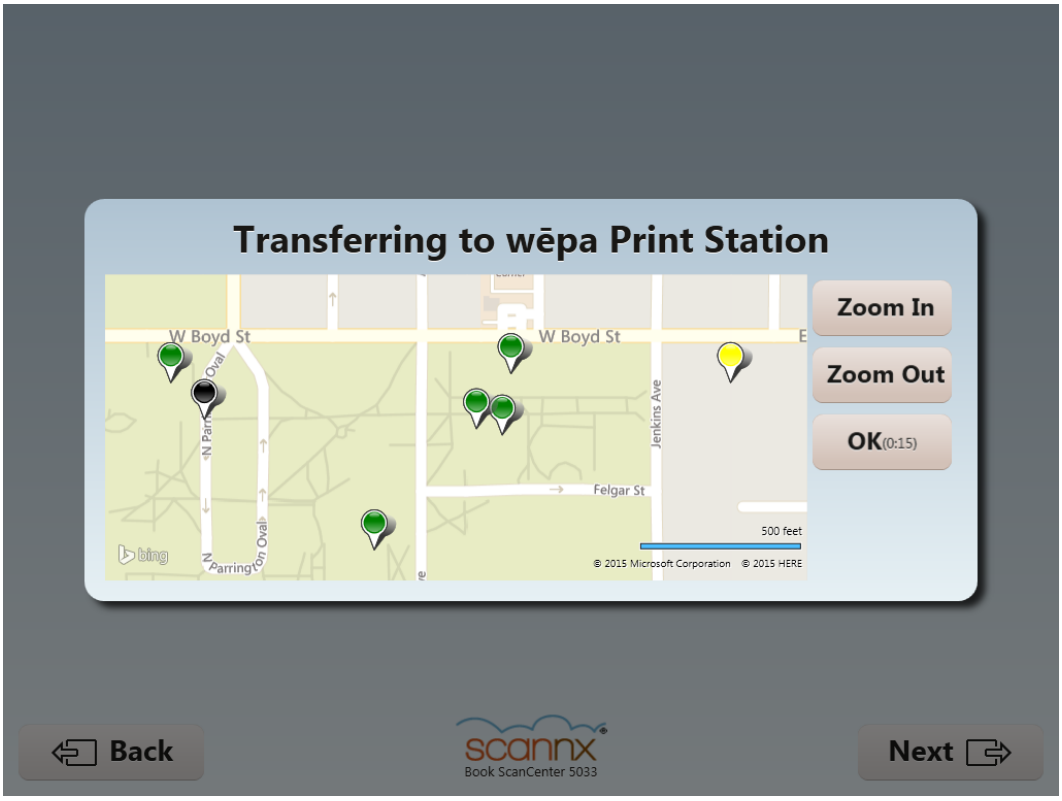


Figure 75 Print Station locations (example)

10. Click on the desired print station location on the map for further status and facility information. You can obtain your scan file from that location using the confirmation code provided at the completion of the transfer.

To Configure a wēpa Print Station destination

NOTE: Be sure to configure a physical location for the Book ScanCenter under the GeoLocate option on the General tab (see page 35) in order for the user to be able to see available wēpa Print Stations within a 5 mile radius.

1. On the main Destination tab, press **Add New Button**.
2. Find your new destination at the bottom of the list and select “Print Station” from the **Type** drop-down menu.
3. Enter a **Button Friendly Name** for that destination.
4. Select a valid **Row** and **Column** position for the button.
5. Select “Show” from the **Visible** drop-down menu and press the **Apply** button.
6. Press **Setup** for the Print Station destination button. The Setup screen for that destination type displays. The wēpa Print Station Setup screen (Figure 76) displays.

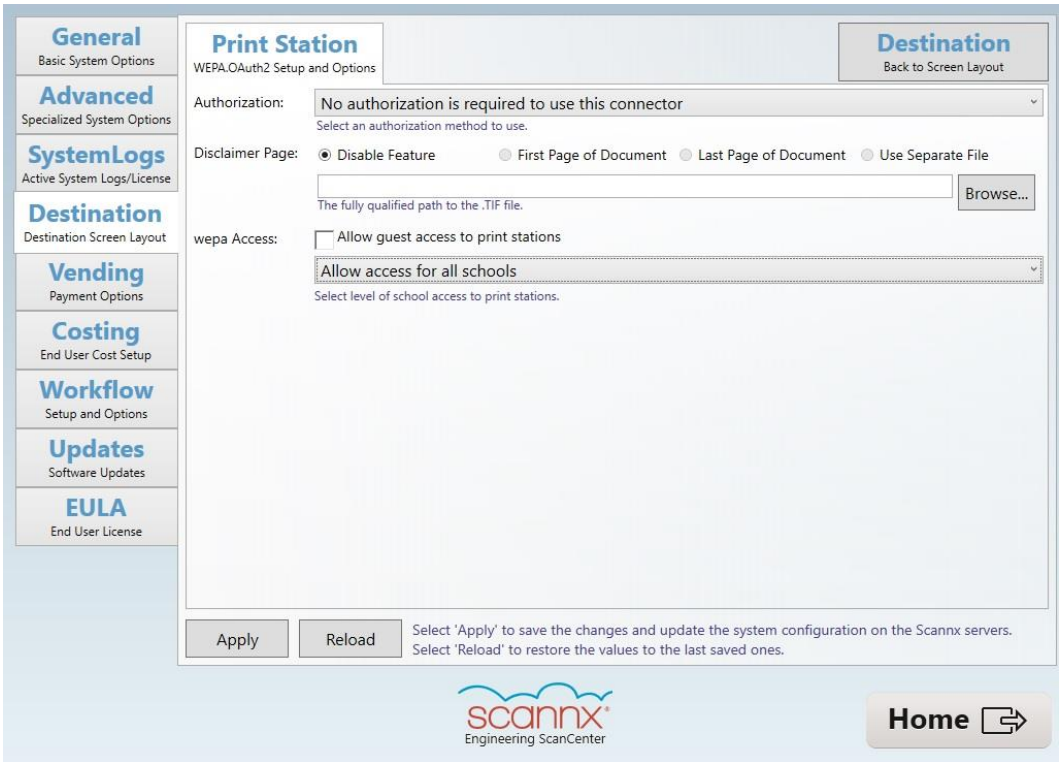


Figure 76 Destination, wēpa Print Station Setup

7. If desired, enter a default domain for the login screen.
8. Specify the desired access for users to your Print Stations.
9. Press the **Apply** button to save the changes.

wēpa Print Station destination options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature. By default, no authorization is required to use this scan destination.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature. By default, no disclaimer is included with the delivery.

wēpa Access

Allow Guest Access to Print Stations, when selected, allows a user with a wēpa account to use the wēpa Print Station as a scan-to destination at the current location even if they are not associated with your location. The default setting for the option "disabled" (un-checked).

Use the **Select level of school access to Print Stations drop-down** to select your location from the list of wēpa-eligible locations. You can also allow a user from a different school to select their school to log into their account with **Allow access to all**

schools option enabled. This selection will display a list of schools that support the wēpa Print Station at the time of account login.

Setup – Pharos Printer Destination

Setting up the Pharos Print destination requires two-steps. First, the Vending/Prepaid subtab must be configured for the "EMOS Powered Gateway to Pharos" service as shown in Figure 77 below.

You must configure the three fields in the **Proxy** section per your EMOS configuration before pressing the "Test Settings" button to enable and verify the service.

Also, please make sure all vending options on other tabs are disabled or the EMOS gateway may not function correctly.

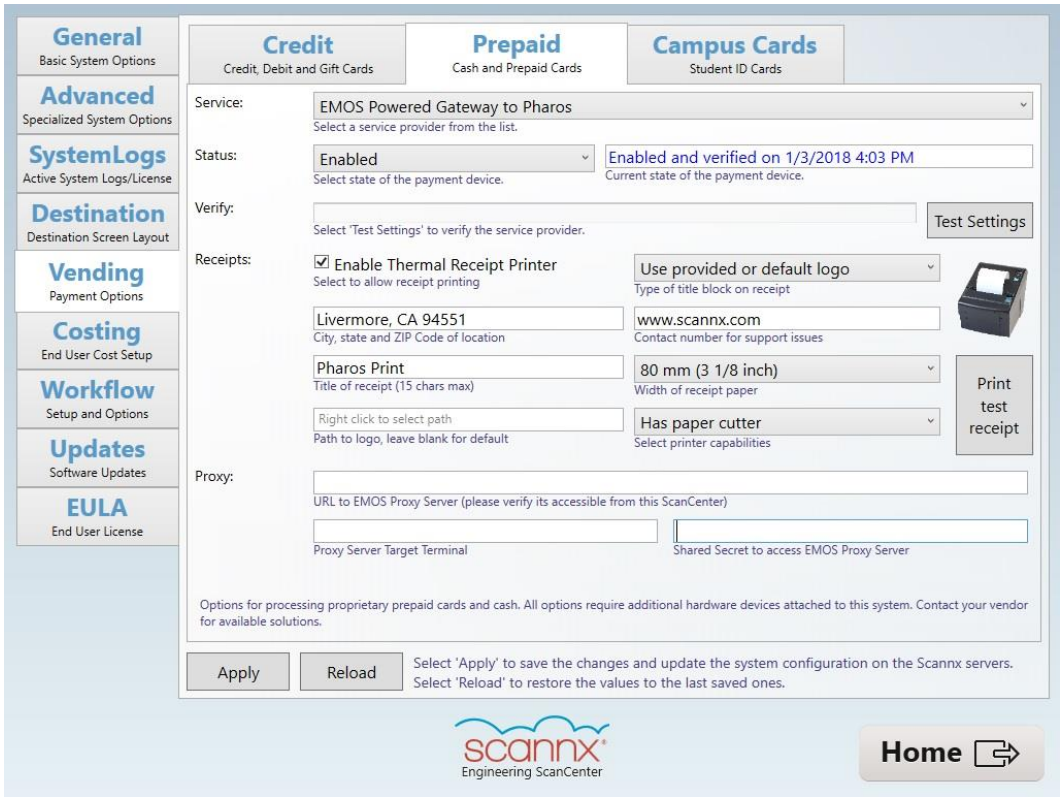


Figure 77 Vending Prepaid EMOS

Service

The **Service** selection provides several service provider options (see The Prepaid Subtab on page 122 below). You will select "EMOS Powered Gateway to Pharos".

Status

The **Status** selection provides two options for the state of the payment device:

Disabled (*default*)

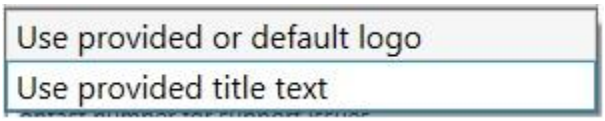
Enabled

A device or service that has not been successfully verified, will always be in a "Disabled, not Verified" state.

Receipts

If a thermal receipt printer is attached to the ScanCenter, a receipt for the credit/debit transaction can be printed for the user by checking the **Enable Thermal Receipt Printer** box.

Type of title block on receipts – select from one of the following two options:



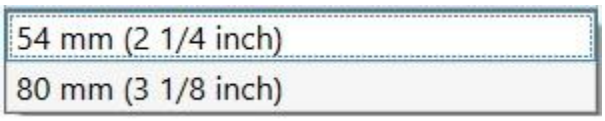
If "Use provided or default logo" is selected, then the default scannx logo will be used unless the path to a custom logo is defined in the **Path to logo, leave blank for default** field.

If "Use provided title text" is selected, then the text entered in the **Title of receipt (15 chars max)** field will be the title on the receipt.

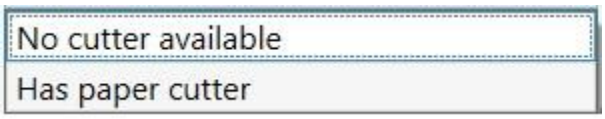
City, state and ZIP Code of location – enter the location details to print on the receipt.

Contact number for support issues - enter the phone number (or website) for support that will print on the receipt

Width of receipt paper – select from the following two options:



Select printer capabilities – one of the two following options:



Proxy

These three configuration fields must be configured per your EMOS account before the **Test Settings** button is pressed to verify functionality with the payment service. If verification is unsunsuccessful, check that you have entered you EMOS data correctly.

Verify

The **Test Settings** button allows you to verify functionality with the selected credit service. You will be prompted for the username and password for a Pharos account. When successful, the "Enabled and verified…" message will appear.

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

The second step in configuring the Pharos Print destination is to configure the destination itself (see Figure 78 below). After selecting the printer from the first drop-down list, click on the **View Settings** button to display the print driver dialog screen. Click **OK** to close the screen. The "Available" column should populate with the settings for the selected printer. Use the drop-down lists in the "Configured" column to select options that match the "Available" column.

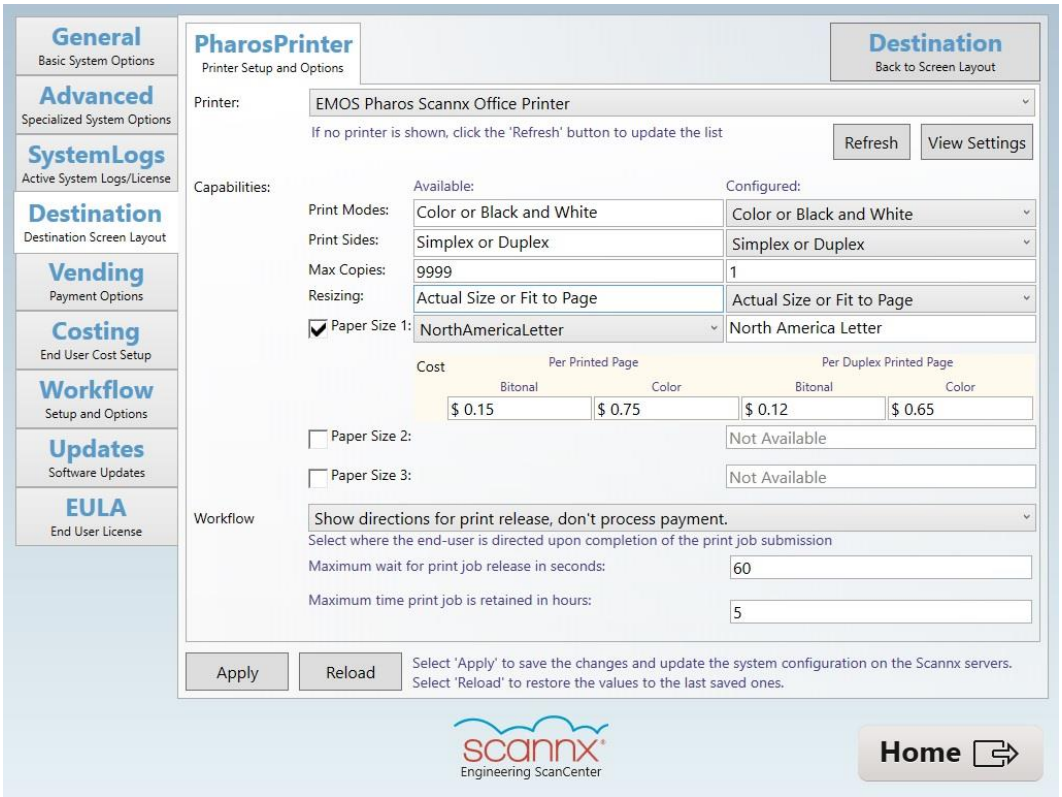


Figure 78 Destination Pharos Printer

Pharos Printer destination options

Printer

Select the correct Pharos printer from the drop-down list of all printers accessible to the PC.

Capabilities

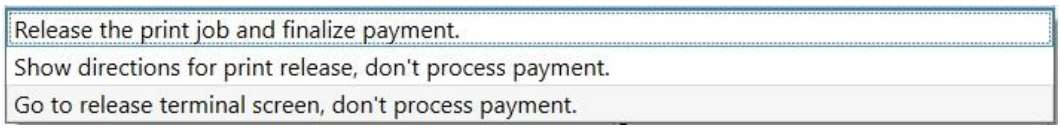
Pressing the **View Settings** button and then clicking **OK** on the printer's settings screen will populate the "Available" column with settings for the selected printer. Use the drop-down lists in the "Configured" column to select the options that match the "Available" column.

Check the **Paper Size #** buttons to configure each paper size that the printer supports. The text in the "Configured" column will display to the end-user and can be edited to look appropriate.

Make sure that all cost fields are configured with the appropriate charge for the paper type, color, and sides to be printed.

Workflow

Select from the following three workflow options:



Release the print job and finalize the payment – The user will scan and print in the same transaction. Once the scanned images have printed, the cost if the transaction will be calculated and payment taken from the user's account.

Show directions for print release, don't process payment – The user will scan and the images will be sent to the Pharos print queue. User will need to visit a Pharos release station within the allotted time (see below) to print the scanned images. User will not be charge at this time.

Go to release terminal screen, don't process payment – After scanning images, the user will be taken to the Pharos release queue for their account. Images in the queue may be printed. User will be charged only for images that are printed.

Configure the **maximum wait for print job release in seconds** field to the time that the system will wait for the print job to release.

Set the **maximum time print job is retained in hours** field to the time that the print job will be held for release until deleted.

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

Setup – Pharos Release Destination

To allow users to release a Pharos print job from the ScanCenter, setup a Pharos Release destination as shown here.

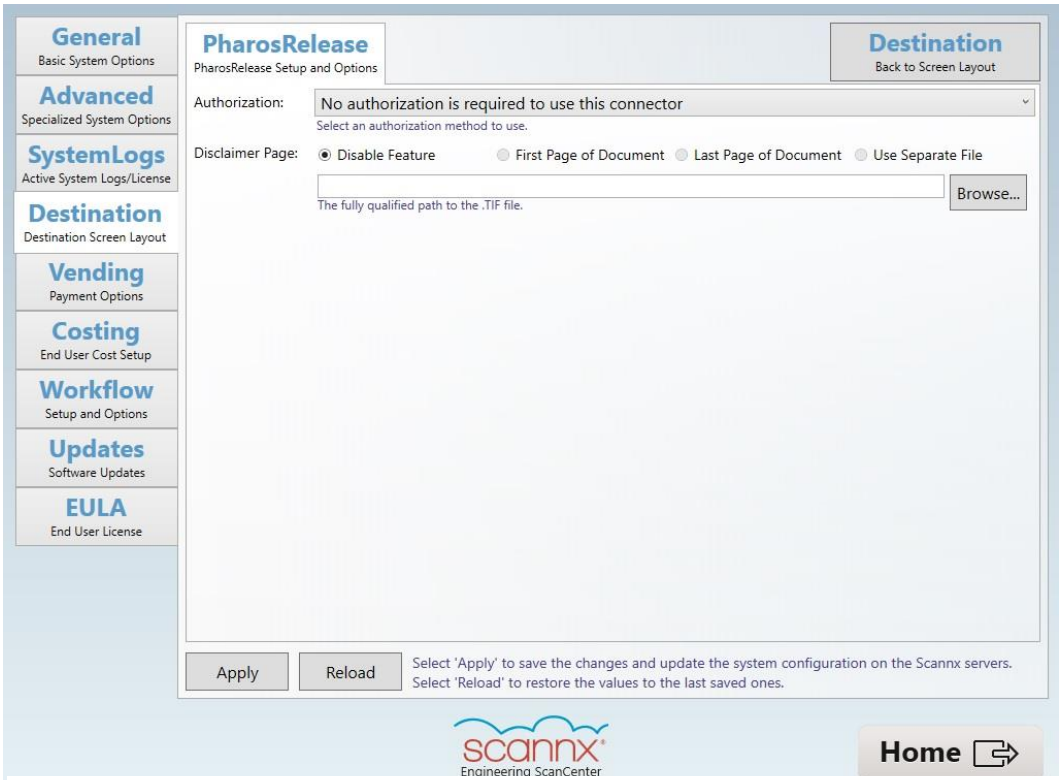


Figure 79 Pharos Release destination

Pharos Release destination options

Authorization

See Authorization Method – Access Control on page 62 for a description of this feature.

Disclaimer Page

See Disclaimer on page 64 for a description of this feature.

The Vending Tab

The Book ScanCenter supports multiple third-party devices for payment options. These include the following:

- Credit, debit, prepaid, and gift cards
- Coin and bill acceptors
- Campus cards

Please contact your reseller or Scannx Support for the most up-to-date list of compatible vending options.

Please see The Costing Tab on page 131 for configuring the pricing associated with any of these payment options.

For physical installation of these devices, refer to the installation documentation provided with your unit. Following the vendor's instructions, connect the vending device and restart the Scannx software.

Vending configuration is broken down into three tabs: Credit, Prepaid, and Campus Cards. The Vending configuration screens will display pre-configured with the COM settings appropriate for the device you select for the credit and prepaid devices.

Choose the COM port number from the drop-down menu and press the **Test Settings** button to perform device interaction verification.

Follow the on-screen prompts as required (similar to that shown in Figure 80) for inserting cards or performing other actions to confirm device operation.

For questions regarding specific information about your vending device, contact your reseller.

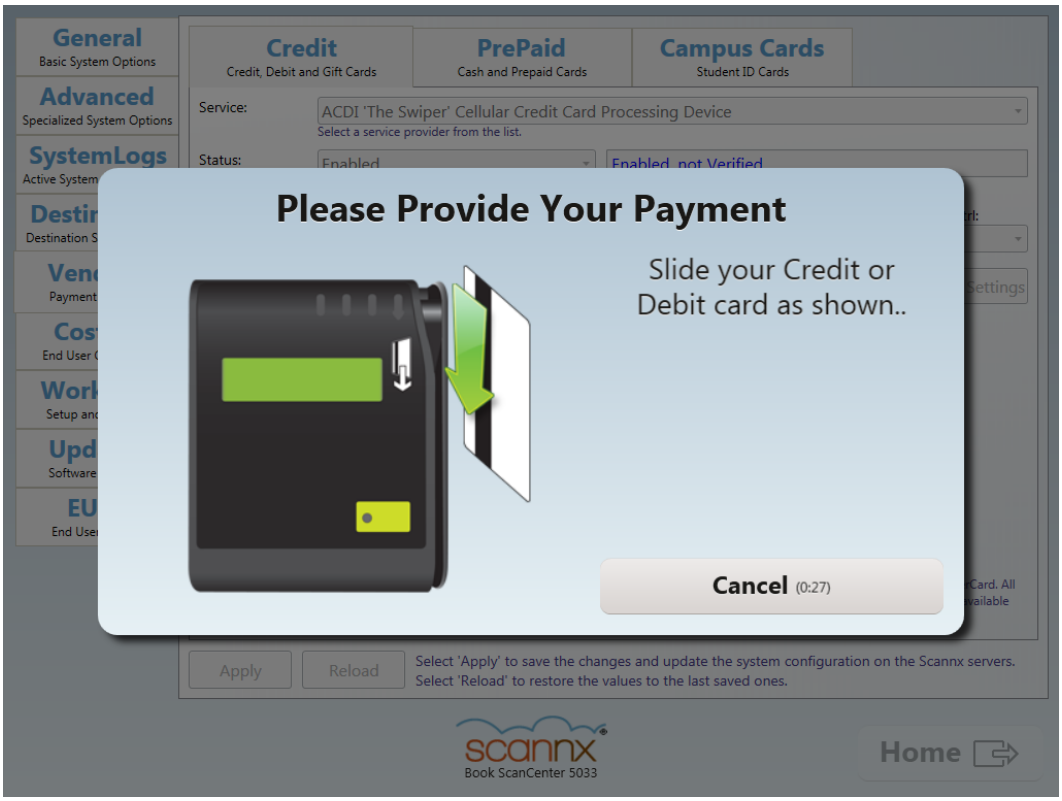


Figure 80 Device interaction verification

The Credit Subtab

Figure 81 Vending, Credit Devices

Service

The **Service** selection field displays the service provider options:

- No service providers are available for this system (*default*)
- Castle MP200 Payment processing terminal

NOTE: Please contact your reseller or Scannx Support for the most up-to-date list of compatible vending options.

Status

The **Status** selection provides two options for the state of the payment device:

Disabled (*default*)

Enabled

A device or service that has not been successfully verified, will always be in a "Disabled, not Verified" state.

Verify

The **Test Settings** button allows you to verify functionality with the selected credit service. If verification is unsuccessful, change the COM port settings as necessary.

Note: The configuration screen will have different option fields depending upon the service selected.

Configure Castle MP200 option

The MP200 device supports payments from credit/debit cards (including “chip” cards), as well as Apple Pay, Android Pay, Google Wallet and Samsung Pay payment apps. Use of this device requires setup of a merchant account and revenue-share agreement with Scannx. Please contact your Scannx sales representative for more details.

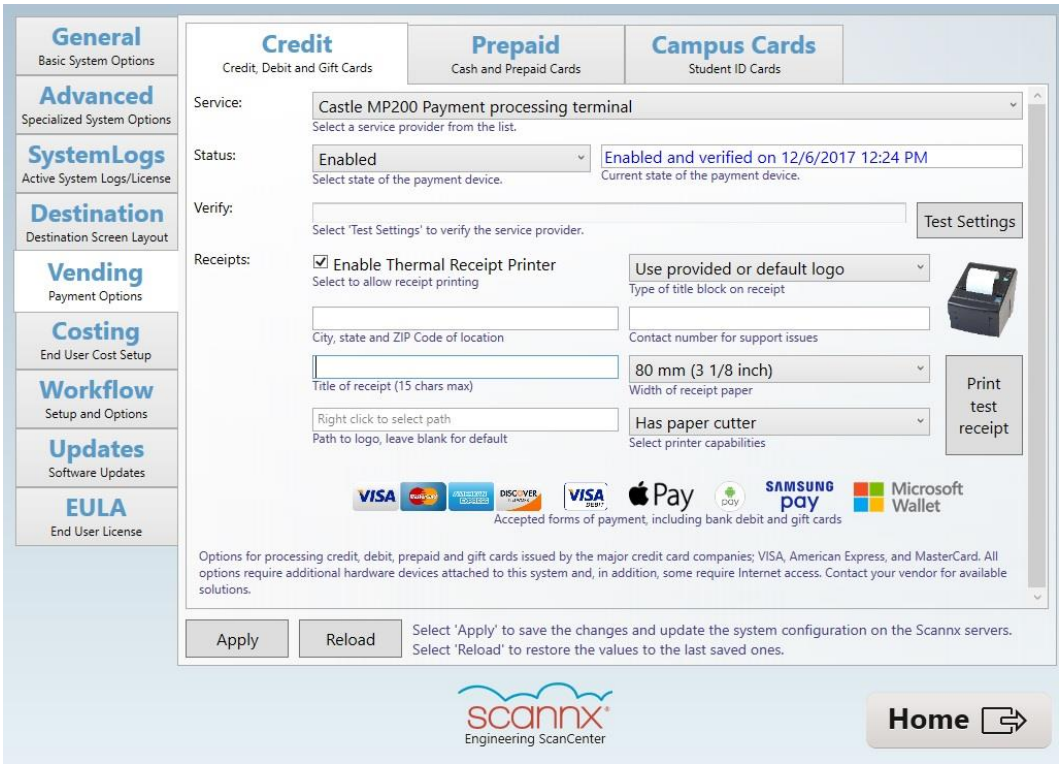


Figure 82 Credit, MP200 configuration

Service

Select **Castle MP200 Payment processing terminal** from the drop-down list.

Status

The **Status** selection provides two options for the state of the payment device:

- Disabled (*default*)
- Enabled

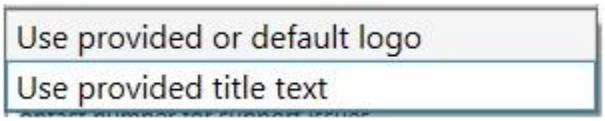
A device or service that has not been successfully verified, will always be in a “Disabled, not Verified” state. To enable the device, you will need a debit/credit card

or payment app to make a payment on a small transaction. Press the **Test Settings** button and follow the prompts on the device to make the payment. If successful, the "Current state of the payment device" field will display, "Enabled and verified…".

Receipts

If a thermal receipt printer is attached to the ScanCenter, a receipt for the credit/debit transaction can be printed for the user by checking the **Enable Thermal Receipt Printer** box.

Type of title block on receipts – select from one of the following two options:



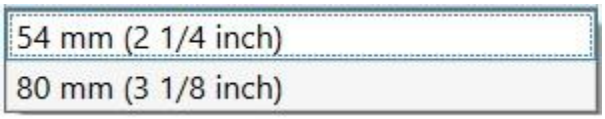
If "Use provided or default logo" is selected, then the default scannx logo will be used unless the path to a custom logo is defined in the **Path to logo, leave blank for default** field.

If "Use provided title text" is selected, then the text entered in the **Title of receipt (15 chars max)** field will be the title on the receipt.

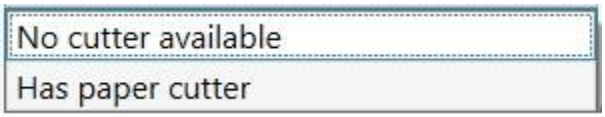
City, state and ZIP Code of location – enter the location details to print on the receipt.

Contact number for support issues - enter the phone number (or website) for support that will print on the receipt

Width of receipt paper – select from the following two options:



Select printer capabilities – one of the two following options:



Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

The Prepaid Subtab

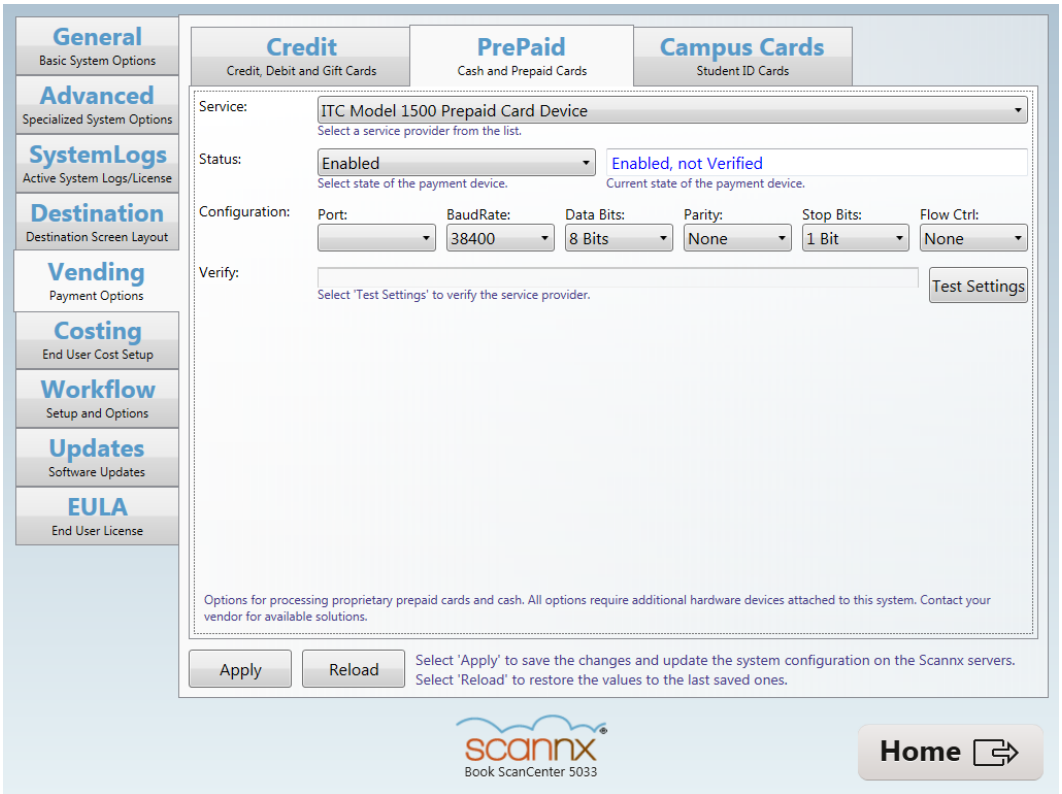


Figure 83 Vending, prepaid devices

Service

The **Service** selection provides several service provider options:

- No service providers are available for this system (*default*)
- Jamex 7100 Card System Prepaid Card Device
- ITC Model 1500 Prepaid Card Device
- Jamex 6557-70 Coin and Bill Acceptor with Prepaid Card Device
- Jamex 6557 Coin and Bill Acceptor
- ITC Model 5400 Coin and Bill Acceptor
- EMOS Powered Gateway to Pharos

NOTE: Please contact your reseller or Scannx Support for the most up-to-date list of compatible vending options.

ITC Vend

Depending on the model of ITC vend device, the USB port may need to be configured as the active gateway. If the ITC 1500 does not successfully verify after configuring the COM port, pressing the **Test Settings** button and inserting a card, the card reader may need to be configured.

Configuring the ITC 1500 card reader requires the configuration keyboard and the access key. Open the housing to the ITC 1500 and connect the keyboard. Using the menus, configure USB as enabled, and configure USB as the gateway port. All other ports must have their "application" set to "none", and the USB application must be set to "Print 1015".

Status

The **Status** selection provides two options for the state of the payment device:

Disabled (*default*)

Enabled

A device or service that has not been successfully verified, will always be in a "Disabled, not Verified" state.

Configuration

These are the COM port settings of the port into which the device is connected. Choose the appropriate values for the device from the drop-down menus. These selections only appear when a device is selected from the **Service** drop-down menu.

Verify

The **Test Settings** button allows you to verify functionality with the selected credit service. If verification is unsuccessful, change the COM port settings as necessary.

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

The Campus Cards Subtab

The Book ScanCenter is certified with CBORD CS Gold and Blackboard Transact systems, allowing charging for scanning with the student/user account. The Book ScanCenter does not process the deduction until the scan job is processed and delivered. Please see The Costing Tab on page 131 for configuring the pricing associated with a Campus Card payment options. Use of this feature requires the purchase of a software license from Scannx. Please contact your reseller or your Scannx sales representative for more information.

NOTE: If the particular campus card software license is not purchased, no Campus Card vending payment option is configurable as shown in Figure 84.

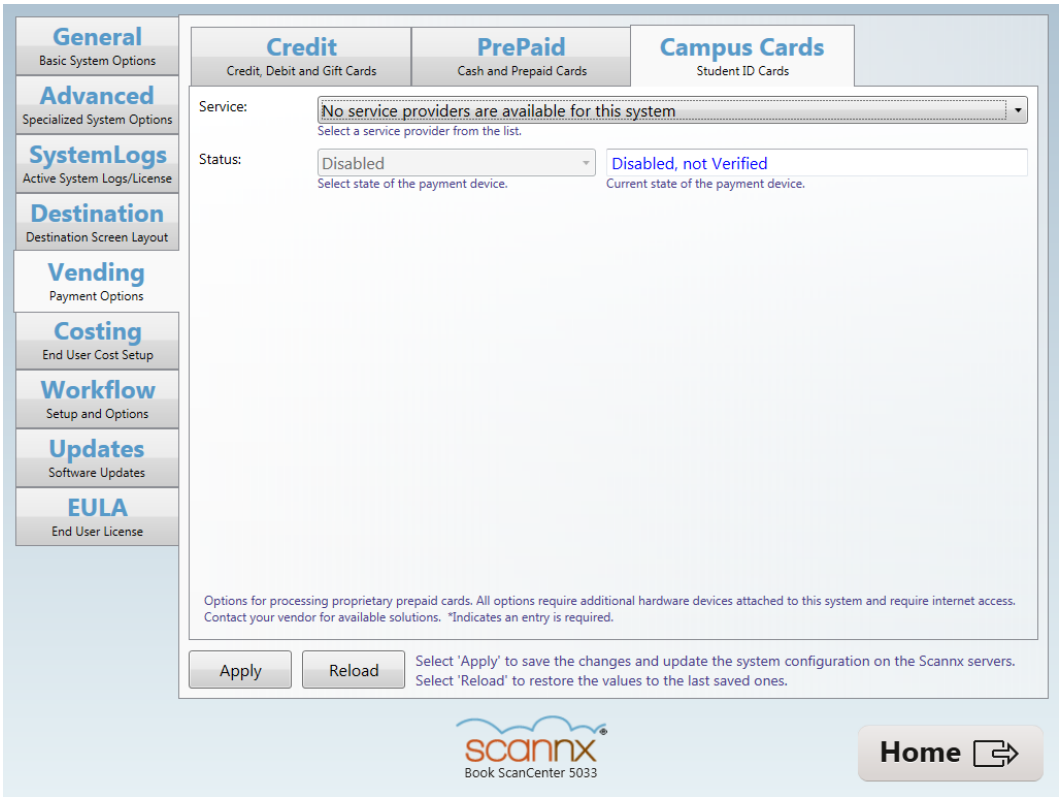


Figure 84 Vending, Campus Cards

Campus Card Options

The configuration screen will have different option fields depending upon the service selected.

Service

The **Service** selection provides some service provider options:

No service providers are available for this system (*default*)

CBORD CS Gold Campus Authentication

Blackboard Transact System

NOTE: Please contact your reseller or Scannx Support for the most up-to-date list of compatible vendors.

Status

The **Status** selection provides two options for the state of the service:

Disabled (*default*)

Enabled

A service that has not been successfully verified will always be in a "Disabled, not Verified" state.

Configure a CBORD CS Gold Vending Option

NOTE: Refer to the documentation provided by CBORD for more information about the configuration fields.

Follow the steps below to configure and test CBORD CS Gold Campus Card authentication for use as a vending payment option in your environment. More information about each of the CBORD Configuration parameters is available in the next section.

1. Select "CBORD CS Gold Campus Authentication" from the **Service** drop-down menu. The CBORD – Campus Card screen (Figure 85) displays.

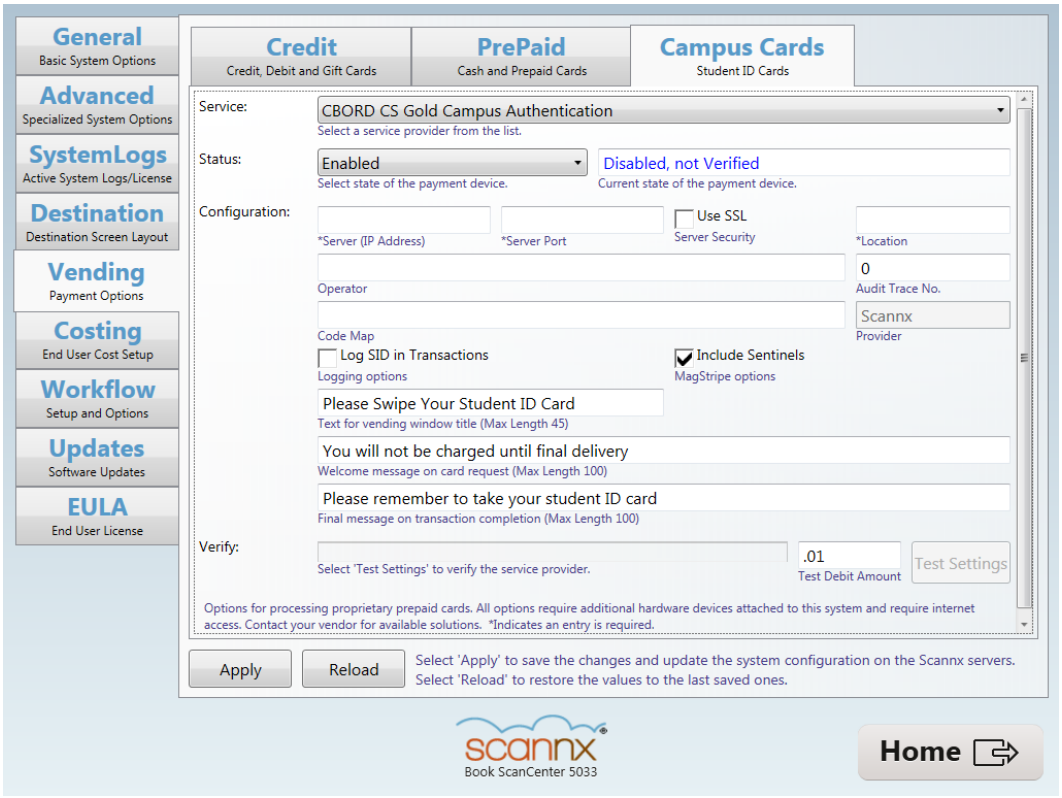


Figure 85 CBORD, Campus Cards

2. Enter the **IP Address** and **Port** you have been provided to connect to the CBORD server.

3. If you will be using SSL security for these transactions, enable the **Use SSL** checkbox.
4. Enter the numeric CBORD system **Location** key you have been provided that indicates this is a card acceptance or terminal location.
5. If necessary, enter a starting value for the **Audit Trace No.**
6. If you are not using the default transaction plan or tender, enter the **Code Map** value for to use for transactions.
7. Enter a small amount in the **Test Debit Amount** field to test the debit capability. For example, 0.01.
8. Optionally, modify the text that is presented to the user during the scan and delivery process.
9. Press **Test Settings.** The Swipe Student ID Card test screen (Figure 86) displays.

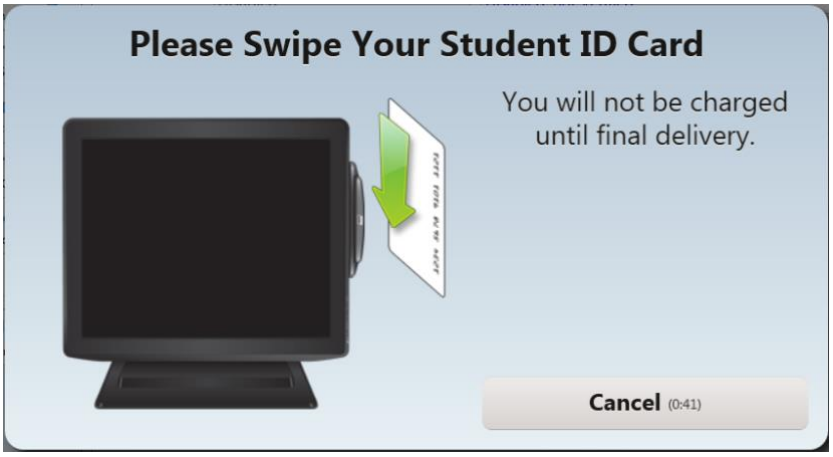


Figure 86 Swipe Student ID Card Test Screen

10. Swipe a student ID card and determine if debit authorization is successful.
11. If debit authorization is unsuccessful, change the CBORD server settings as necessary.
12. Change **Status** to "Enabled" once debit authorization is successful.
13. Press **Apply** to save your settings.

CBORD Vending Options

CBORD Config

The **Server** (IP Address), server **Port**, and **Location** (card acceptance value) settings are required to authenticate with the CBORD server. Enter these values (provided by CBORD). The Location is a key for all the configuration options as well as usage reporting. It can be up to 15 numeric characters.

There is also an optional checkbox to **Use SSL** for secure transmissions.

The **Operator** is the owner or contact for transactions performed on this system. If desired, enter a name (up to 100 characters). This field is not required since the Book ScanCenter does not use the field.

The **Audit Trace No**. is an audit number associated with each transaction. This number increments automatically with each transaction as it occurs on the Book ScanCenter. If desired, provide a starting value.

The **Code Map**, if specified, directs the transaction to a plan or tender other than the default. This plan or tender is specified as a numeric value and will be based on your site's business rules. This parameter is optional. A Code Map value of 0 (or no Code Map) causes the default transaction plan to execute. Please refer to your CBORD documentation for more information on configuring this feature.

The **Log SID in Transactions** and **Include Sentinels** checkboxes, when enabled, include this information in the system.log file for all transactions.

IMPORTANT: Since it is possible to identify account numbers in the log file, make sure these features are disabled in production. It is recommended to use this feature only for testing and troubleshooting purposes and to delete the system.log file when done. The system saves the event and transaction logs daily in the C:\ProgramData\SxBookScanCenter\Configuration folder.

There are also fields for the messages that appear in the vending window for **Vending Window Title, Welcome message on card request**, and **Final message on transaction complete**. If desired, modify the pre-populated text in these message fields to suit your needs.

Once the configuration is complete, press the **Test Settings** button to verify the configuration is correct and enable the CBOARD to work with the Scannx software.

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

Configure a Blackboard Transact Vending Option

NOTE: Refer to the documentation provided by Blackboard for more information about the configuration fields.

Follow the steps below to configure and test Blackboard Transact Campus Card authentication for use as a vending payment option in your environment. More information about each of the Blackboard Configuration parameters is available in the next section.

1. Select "Blackboard Transact System" from the **Service** drop-down menu. The Blackboard – Campus Card screen (Figure 87) displays.

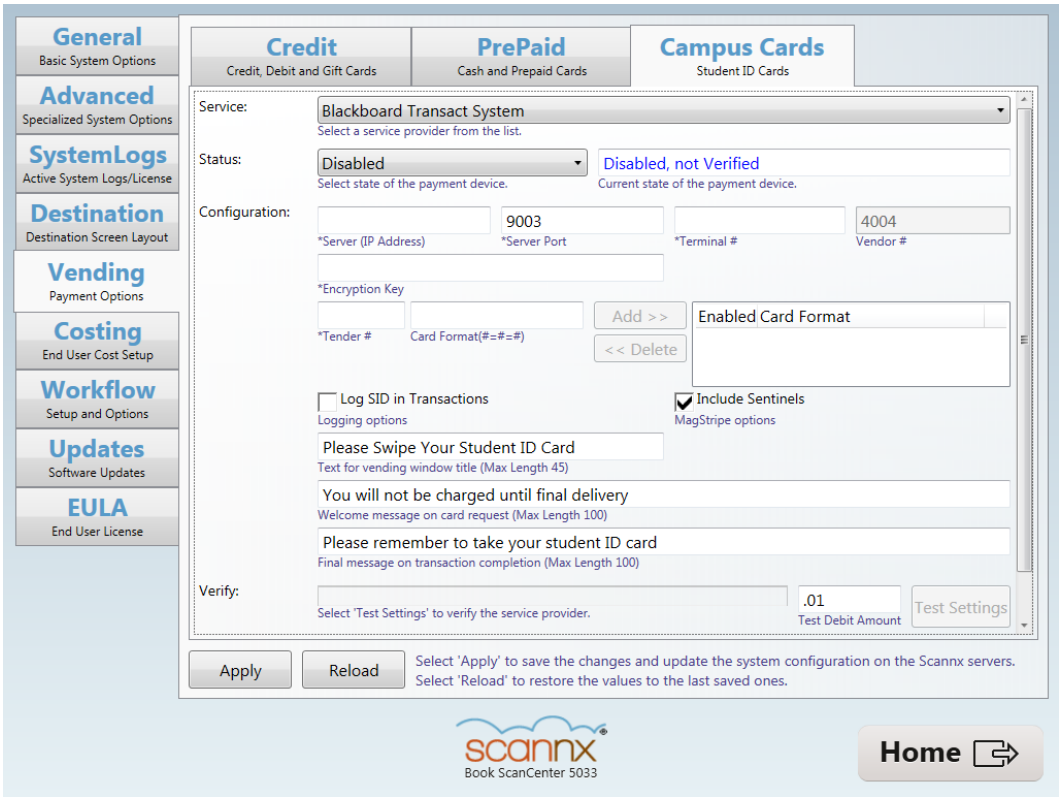


Figure 87 Blackboard, Campus Cards

2. Enter the **IP Address** and **Port** you have been provided to connect to the Blackboard Transact server. If you have not been given a port number, use the default port of 9003.
3. Enter the unique **Terminal #** for this Book ScanCenter system in your environment.
4. Enter the 32-character hexadecimal character **Encryption Key** for this Book ScanCenter system.
5. Specify up to four **Tender # / Card Format** configurations to identify the account card types that can use this system. Press **Add** to move each configuration to the Enabled Card Format list.

6. Enter a small amount in the **Test Debit Amount** field to test the debit capability (0.01, for example).
7. Optionally, modify the text that is presented to the user during the scan and delivery process.
8. Press **Test Settings.** The Swipe Student ID Card test screen (Figure 88) displays.

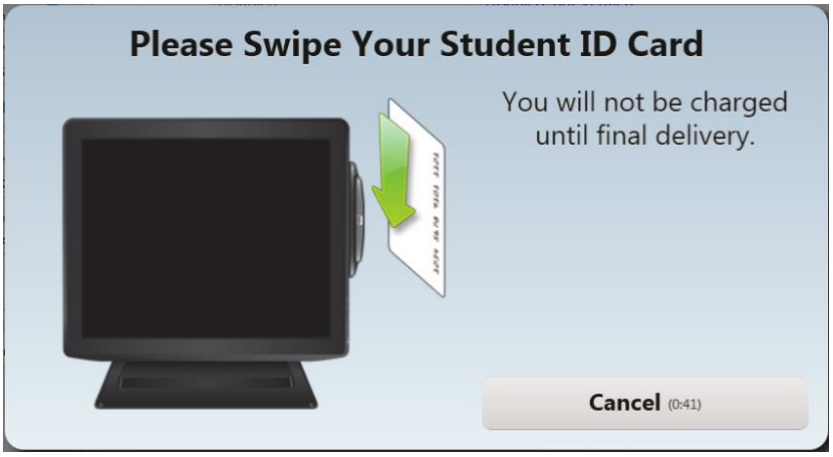


Figure 88 Swipe Student ID Card Test Screen

9. Swipe a student ID card to determine if debit authorization is successful.
10. If debit authorization is unsuccessful, change the Blackboard Transact configuration settings as necessary.
11. Change **Status** to "Enabled" once debit authorization is successful.
12. Press **Apply** to save your settings.

Blackboard Transact Vending Options

Blackboard Config

The **Server** (IP Address) and server **Port** settings are required to authenticate with the Blackboard Transact server. Enter these values (provided by Blackboard). If no port number is provided, use the default port number of 9003.

The **Terminal #** is used by the Blackboard Transact server to authorize transactions and identify the source device/system in the Blackboard Transact System reports. Specify the numeric value for your Book ScanCenter system provided by your onsite Blackboard administrator.

The **Encryption Key** is a 128-bit number represented as 32 hexadecimal characters. Each Book ScanCenter system in your environment may have a unique key or you may share keys. Enter the encryption value provided by your onsite Blackboard administrator.

NOTE: The Blackboard Transact server and Book ScanCenter system encryption keys must be synchronized to enable communication.

The **Tender #** specifies an account type in the Blackboard Transact server. Each Book ScanCenter supports up to four Tender #s. Tender # values can range from 0 to 9999.

These values are provided by Blackboard. The Tender # is used in conjunction with the **Card Format** to define different types of account activity and charging model that can occur in association with a user's card number.

The **Card Format** describes the format of the account information on the card. It is comprised of three parts: site code, card number, and issue code. The site code and card number are provided by Blackboard. Use of the issue code is optional. When specifying the card format, include all placeholders between the "**;**" and "**?**" characters.

- The *site code* is a 1 to 6 digit string that uniquely identifies a campus. This string is embedded in the card number.
- The *card number* is required. It determines which account activity can be performed by the user.
- The *issue code* is optional, but is useful for replacing lost/stolen cards by allowing the card number to be maintained. It is a 1 to 4 digit value that increments with successive replacement cards.

For example, ;12345678=12345? represents a Card Format of xxxxxxxx=xxxxx (8 characters, an '=', and 5 characters). Or, ;3+30%2? specifies a Card Format of three characters, a '+', 30 characters, a '%', and two characters.

Up to four **Tender #/Card Format** configurations may be specified. Press **Add** to enable a Card Format configuration. To delete a configuration, click on a configuration to select it and press **Delete**.

The **Log SID in Transactions** and **Include Sentinels** checkboxes, when enabled, include this information in the system.log file for all transactions.

IMPORTANT: Since it is possible to identify account numbers in the log file, make sure these features are disabled in production. It is recommended to use this feature only for testing and troubleshooting purposes and to delete the system.log file when done. The system saves the event and transaction logs daily in the C:\ProgramData\SxBookScanCenter\Configuration folder.

There are also fields for the messages that appear in the vending window for **Vending Window Title, Welcome message on card request**, and **Final message on transaction complete**. If desired, modify the pre-populated text in these message fields to suit your needs.

Once the configuration is complete, press the **Test Settings** button to verify the configuration is correct and enable the CBOARD to work with the Scannx software.

Note: Press the **Apply** button to save changes to this (or any other) subtab before leaving the screen or your changes will not be saved.

The Costing Tab

Scan pricing is broken down into three sub tabs:

- Cloud Based
- On Premises
- Printers

All transactions that are completed on the Book ScanCenter can be configured here. Costing is in dollars, so to set a value of $0.25 per scan, enter .25 in the appropriate field.

Minimum per job costs are usually used with credit cards. If one is set, the cost for that job will always be at least that much, or more once a user exceeds the minimum cost.

To quickly apply the same default or discount cost to multiple destinations in the same category, set the **Default Cost** at the top of the screen to the desired values, and press the **Apply Default** button.

Pricing for the individual destinations can be specified. These destinations will list based on what is configured for your system. Enter the minimum cost per page, per job, discounts (if used), and select the **Payment** system. The Payment system choices are “All (*default*)”, “Campus”, “Credit”, and “Prepaid”. See

The Vending Tab on page 117 for configuring the various payment options.

The **Tier1** and **Tier2 discounts** are the discounts that can be applied to authenticated users. Users that successfully authenticate to a particular server or PIN code will receive that discount. Refer to The Authentication Subtab beginning on page 44 for information on configuring discounts.

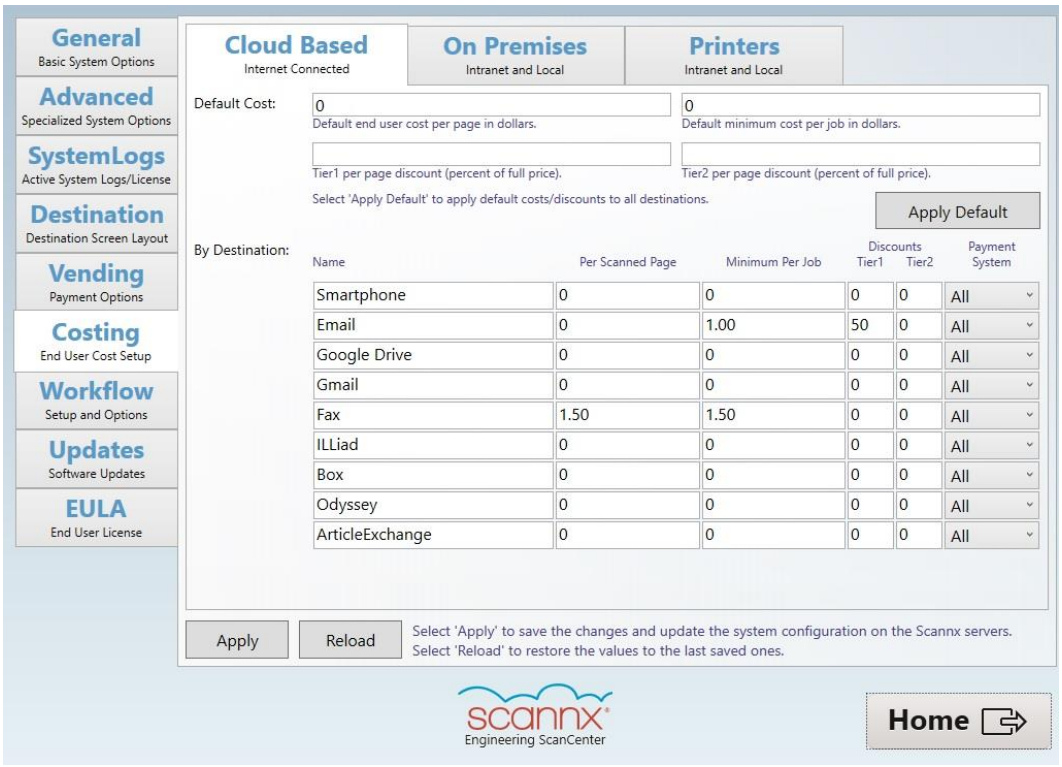


Figure 89 Costing, Cloud Based

Figure 90 Costing, On Premises

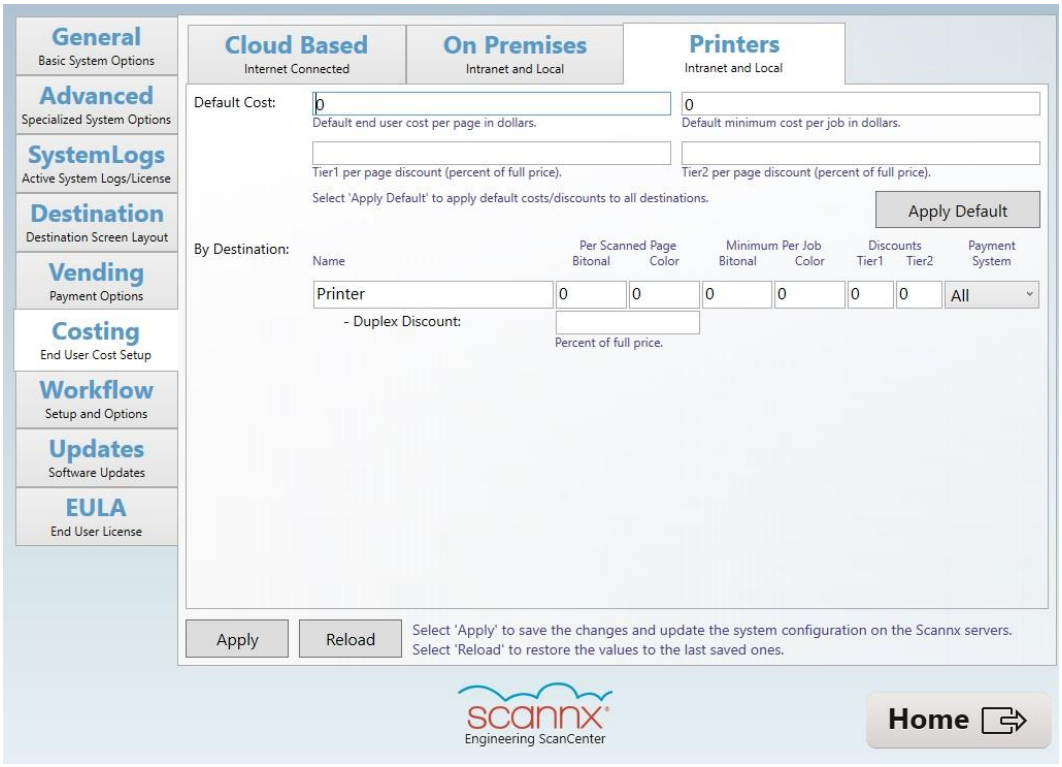


Figure 91 Costing, Printers

For Printer costing (Figure 91), **Bitonal** costs are also applied to grayscale prints.

The **Duplex discount** is applied to the back page. For example, if the page cost is $1.00 and the duplex discount is 50%, scanning two images and printing them in duplex will cost the user $1.50.

The Workflow Tab

The Workflow configuration options control:

- Behavior on job completion
- Behavior at the Home screen

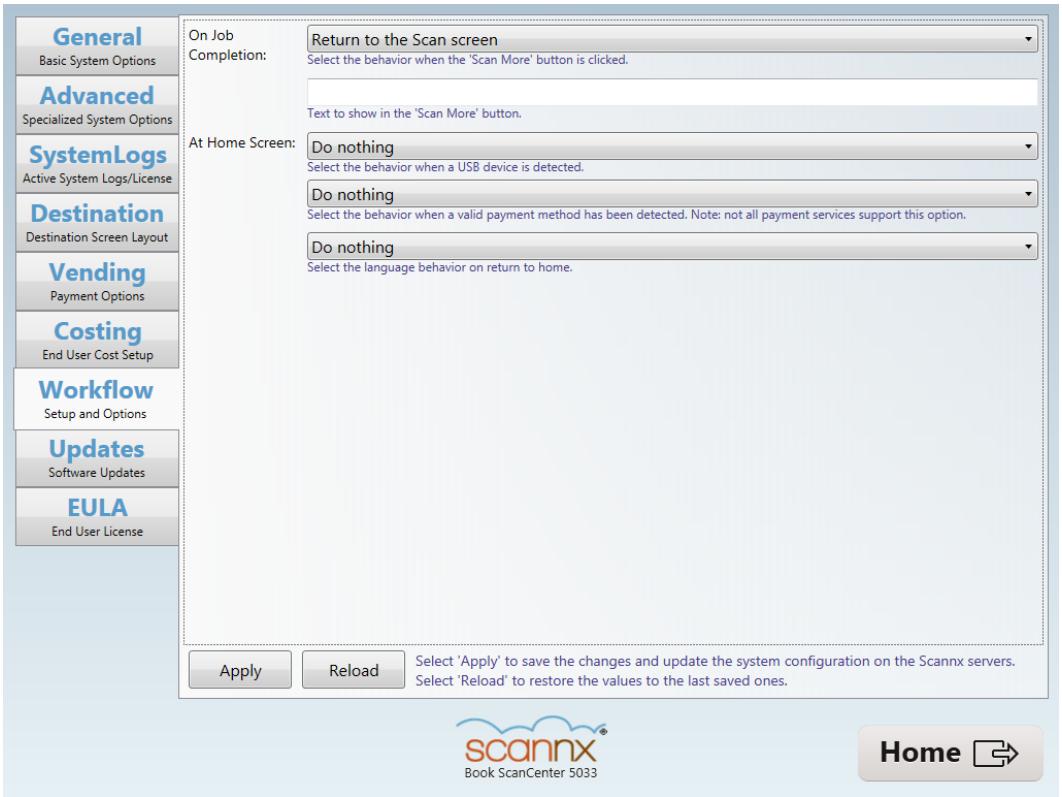


Figure 92 Workflow Configuration

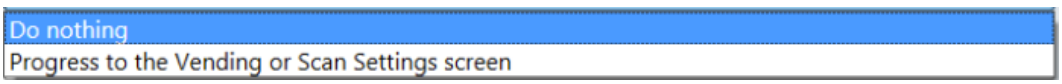
On Job Completion

When a scan job completes, the user is prompted to "Scan More". The **On Job Completion** selection provides three behavior options when the **Scan More** button is pressed:

Choose the screen to return to when the scan is delivered. Optionally, you can define text for the **Scan More** button (default is "Scan more…").

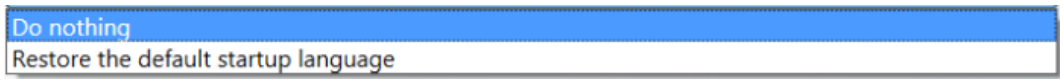
At Home Screen

In addition, you can choose to enable forms of automation when activity is detected while on the Home screen.



When a USB drive is inserted, the Book ScanCenter can automatically advance from the Home screen to the Vending or Scan Settings screen with USB delivery selected or do nothing (default).

If supported by the payment service, when a payment method has been detected the Book ScanCenter can automatically advance from the Home screen to the Destination Selection screen or do nothing (default).



The Book ScanCenter can automatically restore the language to the default language at startup when returning to the Home screen or do nothing (default).

NOTE: The language behavior drop-down is only visible if the Multi-Languages license is enabled for your system.

The Updates Tab

Software updates for the Book ScanCenter software incorporate new features, fix issues, and add support for additional third-party options. You can configure these software updates to install automatically or manually. You can also control the frequency with which the system checks for available updates.

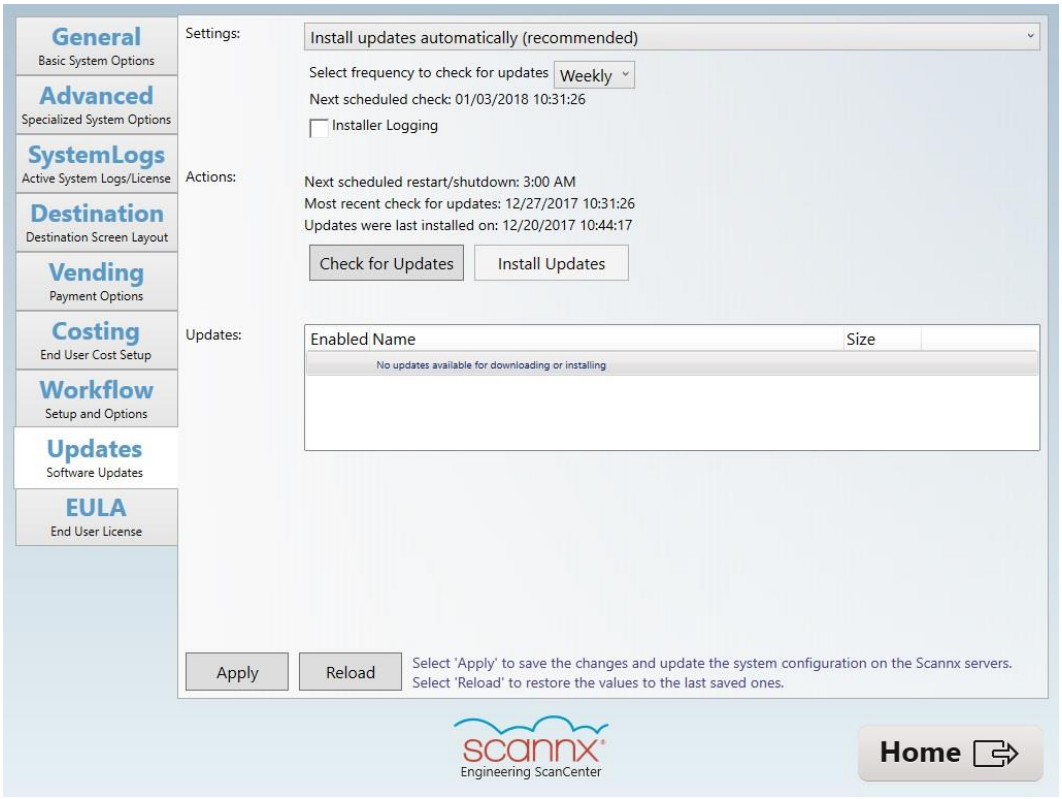
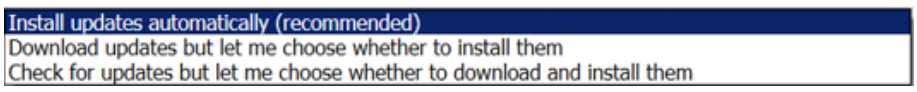


Figure 93 Updates

Settings

The **Settings** selection provides several update options:



– **Install updates automatically (recommended)** – This option, selected by default, allows software updates to be completely automatic. It will download and install an update at the time of the check, but uses the **Only Restart system with updates at/after configured time** setting on the Advanced – General tab to determine when the system reboot will occur after the software update. See Restart on page 40 for more information.

– **Download updates but let me choose whether to install them**

  This option, when selected, always downloads available updates to your system, but allows you to control when you install them. If an update is available at the

time of the check, it will download and list in the **Updates** grid. The update will not install, and the system will not reboot, until you return to this screen and press the **Install Updates** button.

– **Check for updates but let me choose whether to download and install them**

This option, when selected, allows you to perform software updates manually. Press the **Check for Updates** button to check immediately for available updates. They will list in the **Updates** grid. Press the **Download Updates** button to download the updates. Press the **Install Updates** button when you are ready to install the updates. The system will reboot after the updates install.

Select frequency to check for updates

The **Select frequency to check for updates** selection provides three options: “Weekly" (default), “Hourly”, and “Daily”. This update check is automatic. The date and time of the next scheduled check is displayed on the screen.

Installer Logging

The **Installer Logging** option, when selected, creates a log file of the install activity. This log file is located in the c:\ProgramData\SxBookScanCenter\Updates folder.

Actions

The **Actions** buttons, “Check for Updates”, “Download Updates”, and “Install Updates”, allow you to manually update your Book ScanCenter software. These buttons, when pressed, perform their actions immediately.

Note: Update checks will still continue to occur as scheduled.

Updates

The **Updates** grid lists the software updates available for downloading or installing.

On application start, if there are any pending updates, a dialog box (see below) appears for 10 seconds that allows you to defer their installation and use the application as is. Otherwise installation of the update(s) proceeds automatically and the system will reboot when it’s done. After rebooting, if there are no more pending updates, the application will start as normal. If you defer the installation of the updates, they will install according to the schedule you have configured.

Figure 94 Pending Update Alert

Important folders and access

Unless the system is joined to a domain that significantly changes the default security, no action or intervention should be required. This information is listed for convenience.

The Book ScanCenter software and Scanner driver uses the following folders and their subfolders:

C:\ProgramData\SxBookScanCenter

C:\Program Files\Common Files\Scannx, Inc (for 32-bit machines)

C:\Program Files (x86)\Common Files\Scannx, Inc (for 64-bit machines)

C:\Program Files\Scannx, Inc (for 32-bit machines)

C:\Program Files (x86)\Scannx, Inc (for 64-bit machines)

C:\ProgramData\BookScanner 3140

C:\ProgramData\BookScanner 6167

C:\ProgramData\BookScanner 7145

C:\ProgramData\Zeutschel

Each scanner model will have its own folder, and not all of these folders will be present.

The C:\Programdata folder is a hidden folder by default. It must either be manually entered into the path, or the File Explorer viewing settings must be changed to show hidden and system folders.

To operate properly, the Book ScanCenter must be logged into with a user that has at least either “Modify” or “Read & Execute” and “Write” permissions, as set on the Security Tab in file folder properties.

All new systems will have the permissions set for the above folders automatically to grant all users the required permissions. If these permissions get reset for some reason, right-click on each folder and chose “Properties”, select the “Security” tab, and change the permissions as necessary.

Book ScanCenter Security Notes

BIOS Security

The BIOS is not set with a default password. This should be set as part of the initial setup.

To set the BIOS password, reboot the touchscreen computer and enter the BIOS setup by pressing DELETE when you see the Scannx splash screen. Navigate to the appropriate section, and enter a password value for the BIOS that confirms to your local security policy. Select **Save & Exit** to save the BIOS password and press **Enter** to exit the BIOS. Reboot the touchscreen computer.

System Restore Tool

Contact your reseller or Scannx Support for directions on performing a system restore.

Securing an external keyboard

The Book ScanCenter comes preloaded with a lockdown script that disables most keyboard functions. To enable this, open a command prompt as an Administrator (you can use the shortcut in the Documents folder) and type the command “lock”.

If Windows authentication (ctrl-alt-delete) is required, save the following as a .reg file, then import it:

Windows Registry Editor Version 5.00

[HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Control\Keyboard Layout]

"Scancode Map"=hex:00,00,00,00,00,00,00,00,07,00,00,00,00,00,3e,e0,00,00,3e,00,00,00,01,00,00,00,01,e0,00,00,5b,e0,00,00,5c,e0,00,00,00,00

The above entry will disable Alt, F4, Esc, and Windows – allowing the user to perform a ctrl-alt-delete, without otherwise disabling the system.

Windows Active Directory and Domain considerations

Evaluate the following items before joining the Book ScanCenter to a Windows Domain.

User access and permissions

See Important folders and access on page 140 for the list of folders that have significant security requirements.

User security reminders

It is recommended to ensure that Autorun/Autoplay (CD and USB) and Task Manager are disabled in the event that your group policy overwrites the existing policy and the keyboard lockout is not used.

Installed and Mapped Printers

The printers that are displayed on the Printer configuration tabs are listed directly from the list of locally installed printers. For locations that have users log in and have printers automatically installed, they must have the same name and feature set as the printer that has been configured in the Book ScanCenter printer connector.

Physical Security

It is recommended that if the Book ScanCenter is placed in a location that does not have constant supervision, that lockdown cables are installed to secure the system. There are several commercially available lockdown cables that can be used. Please contact your reseller for recommended options.

Troubleshooting and FAQ

Touchscreen accuracy is poor

To recalibrate the touchscreen, close out of the Book ScanCenter application. Go to the Start Menu and select the “Video Alignment application for ēlo touchmonitors” (Windows 7) or the “EloConfig” application (Windows 10).

As each target pops up, touch the center of the target. After touching all three targets, press and drag your finger around the screen. Verify that you are satisfied with the position of the mouse cursor in relation to your finger. Restart the Book ScanCenter application from the Start Menu.

Unexpected states

Email and Print are not available

If this is a new system, that is because the destinations are not yet configured.

All destinations except for USB are unavailable

Check your network connection. The Book ScanCenter is state aware, and if it’s not connected to the network, only the USB option will be available.

Fax is no longer available

All systems come with a 5-use demo. If you want to continue using the internet fax service, contact your reseller for more information on adding fax capability.

ILLiad, Article Exchange, & OCLC Share (Tipasa/WSILL) are unavailable even after being configured

These are add-on upgrades to the system. Contact your reseller for more information.

I can't select SMTP, PIN or LDAP authentication

This is part of the optional Enhanced Authentication package. Contact your reseller for more information.

Errors

Scanner not Ready

This is a generic error that displays when the scanner does not deliver an image when the user presses the SCAN button. Check to:

- Make sure the scanner is powered on and displaying a solid blue status light.
- Make sure both ends of the USB cable are connected.
- Make sure that the scanner shipping lock is not engaged.

Error 129

This error comes from the scanner driver, indicating communication has failed between the computer and the scanner. Try the following:

- Remove other USB devices
- Connect the scanner to a different USB port
- Reseat both ends of the USB cable
- If the scanner status light is solid blue, restart the PC and power cycle the scanner

Error 176

When this error appears, there should also be a red flashing LED on the scanner. This indicates the shipping lock is still engaged. Please check the orange shipping lock (BS6167/BS7145) or the gray shipping lock on the bottom (BS3140). Power off the scanner, switch the lock switch back and forth twice (leaving it in the unlocked position), then turn the scanner back on.

Scans aren't cropped as expected

There are several causes for this error:

- Very dark photos can get cropped incorrectly. Try putting a piece of white paper around the picture to create a border.
- Excess light can also cause cropping issues. Ensure that the scanner cover is closed as much as possible and that no lights are shining into it.

Other Behavior

The ADF multi-feeds pages constantly

Check the ADF (Automatic Document Feeder) pad. It may be dirty or worn. Clean the pad and roller with 90% isopropyl alcohol. Let it dry and try again. If the problem persists, contact your reseller for a replacement ADF pad.

There are lines through the scanned pages.

Clean the scan glass. Use isopropyl alcohol (90%) and a lint-free cloth. For more persistent ink or sticky materials, use a cotton swab. Be careful! Scratches on the glass are not covered under warranty and will require factory servicing to repair.

FAQ for 3rd party issues

There are several 3rd party applications and services that are not integrated into the Book ScanCenter software but may still interact with Scannx products. Scannx has no direct relationship with the vendors listed below and is not responsible for changes in their software or service levels.

Sandboxing and Reversion software

This software includes the following:

- Deep Freeze from Faronics
- Returnil Virtual System
- Goldensoft Recovery Genius
- Goback

These applications may interfere with the License Manager and Automatic Update functionality. To guard against this, create exceptions for the following folders:

C:\ProgramData\SxBookScanCenter

C:\Program Files\Common Files\SXCapture

C:\Program Files\Common Files\Scannx, Inc

As our kiosk application maintains focus, and the system automatically logs in as a restricted user (and a number of other local security policy tweaks that you may notice), you may not need to implement Deep Freeze. However, if you want to do that anyway, the best and fastest way to do that is to make use of the recovery partition.

If you have not yet locked down the keyboard:

1. Press CTRL-ALT-DEL and log off.
2. Log into the system with the CustAdmin account.
3. Close out of the Book ScanCenter application.
4. Go to c:\ProgramData\SxBookScanCenter (c:\ProgramData is a hidden folder, either manually enter it in the address bar or enable display of hidden folders).
5. Delete the Configuration folder and all its contents.
6. Create a new Configuration folder.

7. Go to Computer Management > Disk Management.
8. Right-click on the “System” partition and select “Change Drive letters and paths…”.
9. Press the **Add** button, and select the option “Mount in the following empty NTFS folder”.
10. Enter C:\ProgramData\SxBookScanCenter\Configuration in that entry.

Deep Freeze will work now without causing any problems with losing usage data, etc.

Google Drive

Known Issues – Google Drive occasionally has short outages in their refresh mechanism. Should documents suddenly stop appearing in the destination Google Drive folder, simply wait. They should appear within a day. Always verify, however, that the issue is not one of connectivity.

Google Drive may also be blocked temporarily if a user tries to log in with incorrect credentials too many times in a row. Google will automatically reset this condition within 30 to 60 minutes.

Antivirus and Security

Known issues – There are few known issues at this point relating to antivirus products.

1. **False positive for email spam protection** - The Book ScanCenter Software uses a .Net-based email client which may trigger false positives in anti-spam or firewall applications. McAfee may at times block email. Using port 25 without authentication tends to generate false positives as well.
2. Any security software that requires manual updates of the software license is strongly discouraged.

Pharos

To configure the Book ScanCenter to use Pharos, it is important that you identify which Pharos products are being used. Please contact Scannx support for details.

Enabling PXE

PXE for BSC 5022 and BSC 5030

When using touchscreen computer models BSC 5022 or BSC 5030, to enter the BIOS setup as the system boots up, press the **Delete** button when the BIOS splash screen appears. Go to the Advanced menu > Advanced > Onboard LAN Device > Onboard LAN boot ROM.

Set the "Onboard LAN boot ROM" to Enabled. Select **Save** and **restart**. As the system is booting up, when the BIOS splash screen appears, press the **F12** key to bring up the boot menu. The Atheros boot ROM should allow you to launch PXE.

PXE for BSC 5033

When using the touchscreen computer model BSC 5033, to enter the BIOS setup as the system boots up, press the **Delete** key when the BIOS splash screen appears. Go to the Advanced menu > Legacy OpROM Support > Launch PXE OpROM.

Set the "Launch PXE OpROM" to Enabled. Select **Save** and **Restart**. As the system is booting up, when the BIOS splash screen appears, press the **F11** key to bring up the boot menu. The ROM should allow you to launch PXE.

Enabling WoL

WoL for BSC 5022 and BSC 5030

For touchscreen computer models BSC 5022 and BSC 5030, WoL (Wake on LAN) is enabled in the BIOS by default, but must also be enabled at the driver level. Log in using the CustAdmin account. Enter the Device Manager. Under Network Adapters > Atheros AR8121/AR8113/AR8114 PCI-E Ethernet Controller properties, go to the Power Management tab. Enable the option "Allow this device to wake the computer".

WoL for BSC 5033

For the touchscreen computer model BSC 5033, WoL is disabled in the BIOS. Go into the BIOS and go to the Advanced menu > LAN Configuration > Wake on LAN. Set "Wake on LAN" to Enabled. Select **Save** and **Restart**.

Glossary

ADF (Automatic Document Feeder)
An automatic document feeder or ADF is a feature which takes several pages and feeds the paper one page at a time into a scanner, allowing the user to scan multiple-page documents without having to manually replace each page. The input tray of an ADF holds the stack of documents and the internal rollers will grab each page one-by-one and feed them through the scanner.

Bit (Binary digit)
The smallest number in digital data and is either 1 or 0 representing either on or off.

Brightness
The lightness or darkness of the image. Brightness is one of the three dimensions, with saturation and hue, in color space settings. If the brightness is set to 0% then the resulting image will be completely black. If the brightness is set to 100% then the resulting image will be entirely white.

Compression
The process of reducing an image file by removing un-needed pixel information. When an image is captured the scanner takes a picture of the item in the scanner. This picture will contain 1 pixel for each color found. Compression reduces the image so that pixels of little to no change in color are combined into 1 color or greyscale value.

Crop
The removal of excess information surrounding the digital image in the original document.

Destinations
The location on the computer, whether a file folder or a software application, to which the ScanCenter software has been told to send the scanned image.

DPI (Dots Per Inch)
The higher the number of dots per inch being captured the clearer the image will be. A direct copy of a document is best captured at 150 DPI or 200 DPI. A direct copy of a picture is usually accurate at 300 DPI, if the picture is being digitally captured so that it can be enlarged then higher DPI settings may be needed.

Duplex
A document that has printing or pictures on both sides of the page. A duplex scanner will scan both sides of a document.

File Type or File Format
This is the file type that is being saved to the computer. The file type suffix (i.e. .doc, .bmp, .csv, etc.) indicates the type of application that can open the file. Image file types include .bmp, .jpg, .tif, .gif, .pdf. Text file types include .csv, .xls, .txt, .rtf, .doc, .html.

JPEG (Joint Photographic Experts Group)

An industry standard file type that can be shared across the internet and between computers. Unlike some proprietary file types, most computers can open and view .jpg picture files without having to install other software to be able to view the file. These files have a high compression rate which produces smaller file sizes but sometimes results in loss of image clarity.

OCR (Optical Character Recognition)

Optical character recognition (OCR) is the mechanical or electronic conversion of images of typewritten or printed text into machine-encoded text. It is a common method of digitizing printed texts so that it can be electronically edited, searched, stored more compactly, displayed on-line, and used in machine processes such as machine translation, text-to-speech, key data and text mining.

The OCR engine reads each line of text and translates it into editable and searchable text so that the scan can be opened in a word processing application, such as Microsoft Word, and the document content can be edited.

PDF (Portable Document Format)

The .pdf file format is an open file format created by Adobe in 1993 and has become a world-wide standard for sharing digital files on the internet. Most forms and publications that are downloadable online are in the .pdf file format. The .pdf file format is proprietary, and the Adobe Acrobat Reader software must be installed on a computer to be able to open and view these files.

Pixel

A pixel is the smallest portion of an image. Each pixel, or dot, is captured as the scanning head captures the image. In resolution the dots per inch (DPI) is referring to the number of pixels that are being captured per inch of the item being scanned. See DPI definition above.

Scanner

A computer peripheral device designed to capture a digital image (take a picture) of an item (document, photograph, book, etc.) and store the digital image on a computer.

Searchable PDF

This file format is an image of the original document with a hidden, searchable text layer. Unlike a normal PDF file where the file can be edited in Acrobat, a searchable PDF file can only have the text searched from within Acrobat or other searching software.

USB (Universal Serial Bus)

A hardware standard for interfacing peripheral devices, such as scanners and printers, to computers without the need for special expansion cards or other hardware modifications to the computer.

USB Hub

A device that connects to a single USB port on the computer with multiple ports for other USB devices to be plugged into it, thus increasing the number of USB devices which can be connected to the computer.

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